



REGULAR 5:30 P.M. CIVIL SERVICE BOARD MEETING AGENDA

Date: December 16, 2021

Open Session: 5:30 p.m.

Location: Via Zoom

BOARD MEMBERS: Chairperson, Yvonne Hudson-Harmon; Vice Chair, Carmen Martinez; Lauren Baranco; Michael Brown; Brooke Levin; Beverly A. Williams

STAFF TO THE BOARD: Ian Appleyard, HRM Director/Secretary to the Board
Greg Preece, Assistant HR Director/Staff to the Board
Malia McPherson, Attorney to the Board

Pursuant to California Government Code section 54953(e), Civil Service Board Members, as well as City staff, will participate via phone/video conference, and no physical teleconference locations are required.

PUBLIC PARTICIPATION

The public may observe and/or participate in this meeting many ways.

OBSERVE:

- To observe the meeting by video conference, please click on this link: <https://us02web.zoom.us/j/86346510580?pwd=TjNyYUw4ZjkxWkY4Y1ZMczcwRVAXUT09> at the noticed meeting time. Instructions on how to join a meeting by video conference is available at: <https://support.zoom.us/hc/en-us/articles/201362193> - Joining-a-Meeting
Webinar ID: 863 4651 0580 (Note: Password: "CSB1216" may be required to connect.)
- To listen to the meeting by phone, please call the numbers below at the noticed meeting time: Dial (for higher quality, dial a number based on your current location):
US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799
Webinar ID: 863 4651 0580 Passcode: 3382512

If asked for a participant ID or code, press #. Instructions on how to join a meeting by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663> - Joining-a-meeting-by-phone.

COMMENT:

DUE TO THE SUSPENSION OF THE SUNSHINE ORDINANCE AND COUNCIL'S RULES OF PROCEDURES, ALL PUBLIC COMMENT ON ACTION ITEMS WILL BE TAKEN AT THE BEGINNING OF THE MEETING UNDER ITEM 1. COMMENT FOR ITEMS NOT ON THE AGENDA WILL BE TAKEN UNDER OPEN FORUM AT THE END OF THE MEETING.

There are two ways to make public comment within the time allotted for public comment on an eligible Agenda item.

- To comment by Zoom video conference, click the “Raise Your Hand” button to request to speak when Public Comment is being taken on an eligible agenda item at the beginning of the meeting. You will then be unmuted, during your turn, and allowed to participate in public comment. After the allotted time, you will then be re-muted. Instructions on how to “Raise Your Hand” is available at: <https://support.zoom.us/hc/en-us/articles/205566129> - Raise-Hand-In-Webinar.
- To comment by phone, please call on one of the above listed phone numbers. You will be prompted to “Raise Your Hand” by pressing “*9” to request to speak when Public Comment is being taken on an eligible agenda Item at the beginning of the meeting. You will then be unmuted, during your turn, and allowed to make public comments. After the allotted time, you will then be re-muted. Instructions of how to raise your hand by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663> - Joining-a-meeting-by-phone.

If you have any questions, please email Greg Preece, Assistant Human Resources Director at GPreece@oaklandca.gov. – Human Resources Management Department.

OPEN SESSION AGENDA

ROLL CALL

1) PUBLIC COMMENT:

**COMMENT ON ALL ACTION ITEMS WILL BE TAKEN AT THIS TIME.
COMMENTS FOR ITEMS NOT ON THE AGENDA WILL BE TAKEN DURING
OPEN FORUM.**

2) APPROVAL OF THE DECEMBER 16, 2021 CIVIL SERVICE BOARD MEETING AGENDA ACTION

3) UPDATES, SECRETARY TO THE BOARD INFORMATION

- a) Semi-Annual Staffing Report

4) CONSENT CALENDAR: ACTION

- a) Approval of Provisional Appointments (0)
 - There are no provisionals this month.
- b) Approval of Employee Requests for Leave of Absence (7)
 - Economic & Workforce Development (1)
 - Housing & Community Development Department (2)
 - Human Services Department (2)
 - Oakland Department of Transportation (1)
 - Oakland Public Library (1)

c) Approval of Revised Classification Specifications (1)

- Special Activity Permit Inspector (formerly Municipal Code Enforcement Officer)

5) OLD BUSINESS:

- | | |
|---|-------------|
| a) Approval of October 20, 2021 Special Civil Service Board Meeting Minutes | ACTION |
| b) Determination of Schedule of Outstanding Board Items | ACTION |
| c) Informational Report on the Status of Temporary Assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs) Including a Report of the Names, Hire Dates, and Departments of all ELDE's and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21 | INFORMATION |
| d) Update on Common Class Study
<i>There is no update available this month.</i> | INFORMATION |
| e) Update regarding Measure Q Hiring Efforts | INFORMATION |

6) NEW BUSINESS:

- | | |
|--|--------|
| a) Approval of New Classification Specification for Special Activity Permit Technician | ACTION |
| b) Approval of Request for Exemption from Civil Service and Approval of New Classification Specification for MACRO Program Manager | ACTION |
| c) Approval of Request for Exemption from Civil Service and Approval of New Classification Specification for Manager, Payroll | ACTION |

7) OPEN FORUM**8) ADJOURNMENT**

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, January 20, 2022. All materials related to agenda items must be submitted by Thursday, January 6, 2022. For any materials over 100 pages, please also submit an electronic copy of all materials.

Submit items via email or U.S. Mail to:

City of Oakland - Civil Service Board

150 Frank H. Ogawa Plaza, 2nd floor
Oakland, CA 94612
civilservice@oaklandca.gov



Do you need an ASL, Cantonese, Mandarin or Spanish interpreter or other assistance to participate? Please email civilservice@oaklandca.gov or call (510) 238-3112 or (510) 238-3254 for TDD/TTY five days in advance.

¿Necesita un intérprete en español, cantonés o mandarín, u otra ayuda para participar? Por favor envíe un correo electrónico civilservice@oaklandca.gov o llame al (510) 238-3112 o al (510) 238-3254 Para TDD/TTY por lo menos cinco días antes de la reunión. Gracias.

你需要手語, 西班牙語, 粵語或國語翻譯服務嗎? 請在會議前五個工作天電郵 civilservice@oaklandca.gov

或致電 (510) 238-3112 或 (510) 238-3254 TDD/TTY



AGENDA REPORT

TO: Edward D. Reiskin
City Administrator

FROM: Ian Appleyard
Human Resources Director

SUBJECT: Semi-Annual Staffing Report

DATE: October 20, 2021

City Administrator Approval 

Date: Oct 26, 2021

RECOMMENDATION

Staff Recommends That The City Council Receive A Semi-Annual Staffing Report From Human Resource Management (HRM) On Budgeted Vacancies Through September 22, 2021.

EXECUTIVE SUMMARY

This informational report provides an update on city-wide staffing as of September 22, 2021. There was a total of 4,704.43 Full-Time Equivalent (FTE) budgeted positions with 584.25 FTE positions vacant, resulting in a 12.42 percent vacancy rate as of September 22, 2021. For the 2021--22 budget, 150.5 positions were added along with 86.34 positions unfrozen, totaling 236.84 positions added July 1, 2021.

This report analyzes the status of each full-time and permanent part-time vacancy by department (**Attachment A**), the status of the 150.5 FTE positions that were added in FY 2020-21 (**Attachment B**), and a listing of positions that were frozen as of September 22, 2021 (**Attachment C**). For the purposes of this report, positions that are frozen are not counted in the vacancy rate as they are not able to be filled. There are 149.80 FTE frozen positions in the September 22, 2021 Position Control Report. For reference, there were 236.14 FTE frozen in the May 2021 Staffing Report.

Human Resources Management (HRM) Department's recruitment priorities are set by the City Administrator and in coordination with individual departments. In some instances, high-priority recruitments do not correlate to high-volume recruitments and may not reduce the overall vacancy rate.

BACKGROUND / LEGISLATIVE HISTORY

The Human Resources Management Department provides this semi-annual report to the Finance and Management Committee. This report examines full-time and permanent part-time vacancy data, as provided by departments, as of September 22, 2021. Additionally, this report analyzes several key organizational staffing elements, including unemployment rates, retention rates, and employee tenure.

ANALYSIS AND POLICY ALTERNATIVES

Vacancies

For the purposes of this report, vacancies are described as **non-encumbered** and **encumbered**. The former is available to be filled and not linked for any other purpose, such as overtime, temporary staffing, or acting assignments. The latter is tied to one of the aforementioned purposes.

As of September 22, 2021, there were 584.25 FTE positions vacant citywide with 18.20 FTE encumbered as described above. Removing the encumbered positions results in 566.05 FTE vacancies and a vacancy rate of 12.03 percent. The May 2021 report had an all-vacancy rate of 9.23 percent and a non-encumbered vacancy rate of 9.00 percent.

The “budgeted vacancy factor,” which is distinct from the “vacancy rate,” is a fixed budget ratio applied to the total personnel allocation for a given department. Historically, the budgeted vacancy factor has been 4%. In the Mayor’s 2021-23 Proposed Budget, the vacancy factor was set at 8% for the General Purpose Fund. In September 2021, the City Council approved an additional \$1.3 million from vacancies to increase the budgeted vacancy factor to 8.4% for the General Purpose Fund.

STATUS OF VACANCIES – CITY WIDE

Table 1 below shows all vacant positions (encumbered and non-encumbered), which results in the current 12.42 percent vacancy rate. **Table 2** shows only non-encumbered positions, resulting in a 12.03 percent vacancy rate.

Table 1: Citywide Vacancy Summary			
Type	All Positions	Vacant	% Vacant
Total Sworn	1,448	71	4.90%
Total Miscellaneous	3,256.43	513.25	15.76%
Total	4,704.43	584.25	12.42%

Table 2: Citywide Vacancy Summary (Non-Encumbered)			
Type	All Positions	Vacant	% Vacant
Total Sworn	1,448	71	4.90%
Total Miscellaneous	3,256.43	495.05	15.20%
Total	4,704.43	566.05	12.03%

Table 3 shows the historical vacancy rates, for both all vacancies and non-encumbered vacancies since May 2012

Table 3: Historical Vacancy Rates					
Report Date	# of budgeted positions	# non-encumbered vacancies	Non-encumbered % Vacant	All Vacancies	All Vacancies % Vacant
11/2/2021	4,704.43	566.05	12.03%	584.25	12.42%
5/4/2021	4,586.01	471.27	10.27%	542.92	11.83%
12/1/2020	4,589.43	584.02	12.72%	686.52	14.96%
5/12/2020	4,531.52	496.16	10.95%	564.56	12.46%
11/12/2019	4,533.21	535.73	11.82%	595.83	13.14%
5/14/2019	4,455.17	556.85	12.50%	645.66	14.49%
11/13/2018	4,447.67	522.25	11.74%	742.37	16.69%
4/24/2018	4,282.97	419.50	9.79%	652.60	15.24%
11/14/2017	4,279.22	406.70	9.50%	621.30	14.52%
10/24/2016	4,186.84	377.07	9.00%	554.45	13.24%
10/5/2015	4,151.78	432.72	10.42%	502.53	12.10%
9/22/2014	3,937.26	341.01	8.66%	489.40	12.43%
5/20/2013	3,813.39	295.88	7.75%	427.82	11.22%
5/14/2012	3,796.53	259.88	6.88%	366.40	9.65%

When departments submit vacancy information, standard descriptors are available from which to choose that identify the status of the vacancy. **Table 4** is a summary of vacancy status throughout all departments.

Table 4: Summary of Vacancy Status	
FTE	Vacancy Status
173.00	Dept. Interview Process (Eligible List Available)
90.80	Recruitment Plan in Progress
65.75	Recruitment Open (application intake)
60.25	Requisition Pending Approval
54.00	Not Under Active Recruitment
33.50	On Hold (by Dept.)
25.00	Recruitment Closed (HRM/Dept. screening apps)
20.00	HR Assessment & Scoring
18.20	Encumbered (Interim, acting, provisional, linked to temporary assignments)
14.15	Eligible List Available
14.00	Eligible List Referred to Dept.
8.60	On Hold (Job spec revisions)
7.00	Approved (pending HR assignment)
584.25	TOTAL

Table 5 shows the total vacancy rate by department sorted from high to low percentage. As noted above, some vacancies are encumbered and do not necessarily reflect accurate vacancy rates by department.

Table 5 Vacancy Rates by Department			
City of Oakland Departments	No. of Authorized positions (FTE)	No. of vacant positions (FTE)	VacancyRate
Violence Prevention	37.80	16.00	42.33%
Workplace & Employment Standards	23.00	9.00	39.13%
Police Commission	18.00	6.00	33.33%
Race & Equity	4.00	1.00	25.00%
City Clerk	17.50	4.00	22.86%
City Administrator	55.60	12.00	21.58%
Planning & Building	201.50	43.00	21.34%
Housing & Community Dev	77.50	16.00	20.65%
Animal Services	36.50	7.00	19.18%
Public Works	690.23	123.00	17.82%
Transportation	365.08	64.55	17.68%
Human Resources Management	51.00	7.00	13.73%
Finance	171.80	23.00	13.39%
Information Technology	88.00	10.00	11.36%
Economic & Workforce Dev	58.20	6.60	11.34%
Parks, Recreation & Youth Dev	235.20	26.50	11.27%
City Attorney	86.00	9.00	10.47%
City Auditor	10.00	1.00	10.00%
Police	1269.50	121.00	9.53%
Library	264.35	23.00	8.70%
Fire	656.08	46.60	7.10%
Human Services	238.67	9.00	3.77%
Mayor	12.00	0.00	0.00%
City Council	30.92	0.00	0.00%
Public Ethics Commission	6.00	0.00	0.00%
Citywide Vacancy Rate	4704.43	584.25	12.42%

HIRING EFFORTS

Despite the hiring freeze for the second half of the year, there were 405 full-time and part-time permanent hires during FY 2020-21. Promoting existing city staff remained a significant goal and 58% of vacancies were filled with current City employees. For comparison sake, in FY 2019-20, 469 full-time and part-time permanent hires of which 65% were hired from existing city staff.

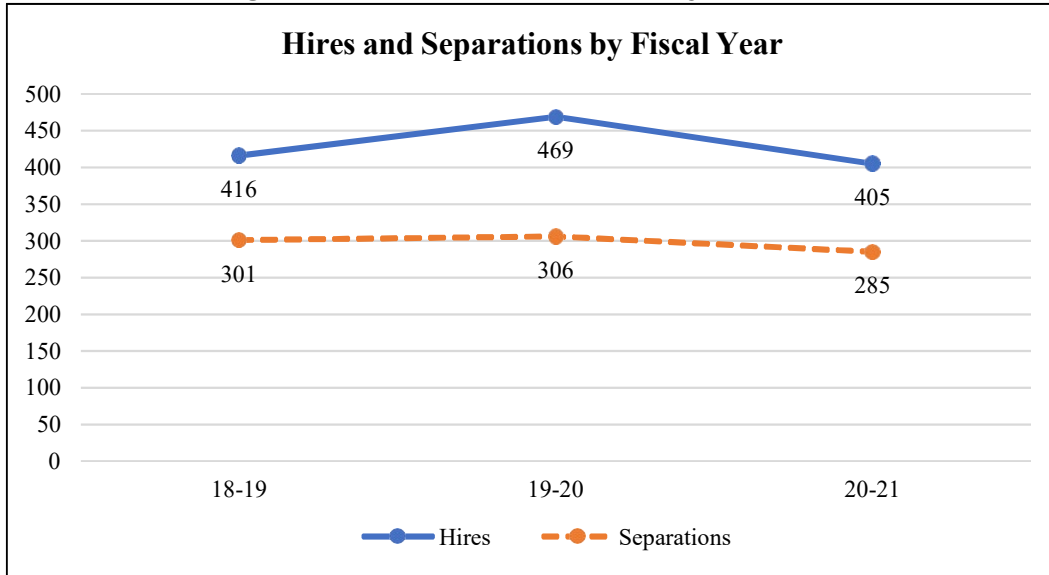
RECRUITMENT CONDITIONS AND SOLUTIONS

- 1. National and Regional Market Conditions:** According to the latest Bureau of Labor Statistics report, the nation's unemployment rate is 4.8% and the Oakland-Hayward-Fremont regional unemployment rate is 6.3%. The California unemployment rate is 7.5% according to the California Employment Development Department. While unemployment rates have improved over past year, these conditions are a significant factor when recruiting for qualified and diverse candidates and have an impact on the number of applications HRM receives for job postings. During FY 20-21, as with many public-sector organizations, there was a decrease in the number of applications received per job posting. Many recruitment announcements have been extended or posted as continuous to allow for more applicants. In some cases, newly created eligible lists have been exhausted before all vacancies in that classification could be filled.
- 2. HR Staffing Update:** Human Resources is not immune to the impacts of the recent hiring freeze and the difficult job market. There are currently seven (7) vacancies within the department and recruitment efforts are underway to fill these positions as soon as possible. Two of the vacancies are at the Analyst and Senior Analyst classifications, which has a direct impact on the number of recruitments being conducted. Additionally, a retired annuitant will be hired to aid in recruitment purposes.
- 3. Difficult to Fill Classifications:** Some classifications remain difficult to fill despite combined efforts between Human Resources and the hiring department(s). Examples of these classifications and the number of current vacancies includes Accountant III (6), Assistant Engineer II (22), Civil Engineer (7), Police Officer/Trainee (39), and Specialty Combination Building Inspector (9). Human Resources continues to coordinate with departments to increase the number of applicants for these important positions. Possible solutions include increased marketing, continuous job announcements, and revisions to the class specifications and minimum qualifications.
- 4. Strategies for filling positions:** The City's recruitment consultant, Cooperative Personnel Service (CPS), has been instrumental in assisting departments with both recruitment and classification projects. In 2021, CPS has assisted with approximately 25 recruitments, primarily in Oakland Public Works (OPW), Department of Transportation (DOT), and Finance Department. Over the next several months they will focus on classifications such as Heavy Equipment Mechanic, Sewer Maintenance Worker and Homelessness programs.

WORKFORCE ANALYSIS

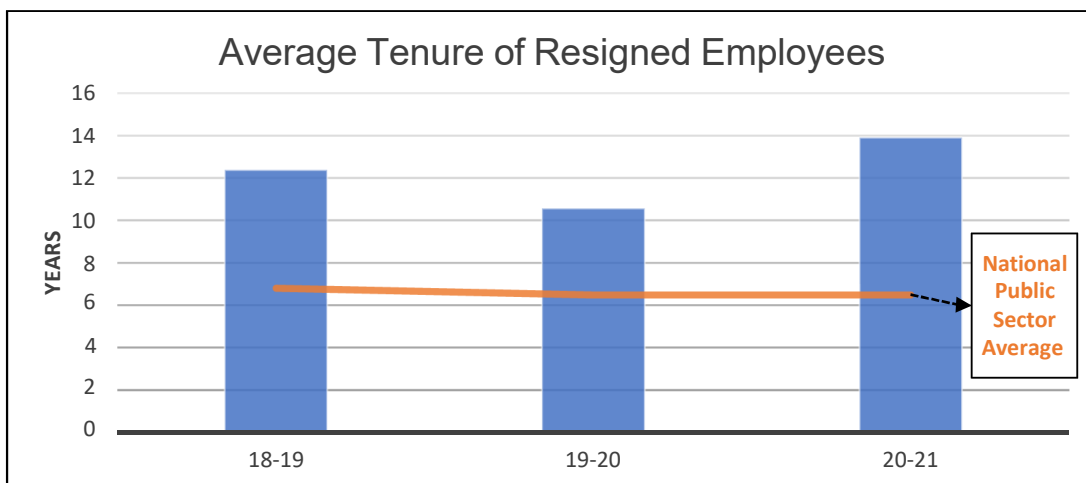
1. **Separations and Hires:** To reduce the overall vacancy rate, city hiring needs to outpace separations. As demonstrated in **Figure A** below, over the last three years, the number of hires has exceeded the number of separations. This trend is projected to continue in the current fiscal year.

Figure A: Separations and Hires by Fiscal Year



2. **Tenure of Separations:** According to the Bureau of Labor Statistics, the national rate of tenure with a public-sector employer is 6.5 years (private sector is 3.7 years), which includes all separations. Over the last three years, all separated full-time City of Oakland employees average 12.28 years of service, far surpassing the national average. See **Figure B** below:

Figure B: Separations and Hires by Fiscal Year



3. **Separations by Department:** While the tenure of separating employees is above the national average and overall hires exceed the number of separations, rates of separation vary by department. **Table 6** shows the number of separations, including retirements and resignations, in six of the largest city departments. Of note, among sworn Police personnel, there were 65 resignations in FY 2019-20 and 66 in FY 2020-21, with FY20-21 separation rates being similar to those of the prior year.

Table 6: Largest Department Separations, Retirements, and Resignations				
Department	Total Department FTE FY 21-22	FY 20-21		
		Total Separations	Retirements	Resignations
Police	1,269.50	100 (7.9%)	32 (2.5%)	50 (3.9%)
Public Works	690.23	27 (3.9%)	14 (2%)	10 (1.4%)
Fire	656.08	31 (4.7%)	18 (2.7%)	10 (1.5%)
Transportation	365.08	21 (5.8%)	13 (3.6%)	7 (1.9%)
Library	264.35	9 (3.4%)	6 (2.3%)	3 (1.1%)
Human Services	238.68	14 (5.9%)	7 (2.9%)	7 (2.9%)
Planning & Building	201.50	15 (7.4%)	5 (2.5%)	9 (4.5%)

Status of Executive Management Vacancies

Table 7 provides an update on critical management vacancies.

Table 7 Critical Management Vacancies			
DEPT	JOB CLASSIFICATION TITLE	FTE	STATUS OF VACANCY/REQ
CITY ADMIN	Homelessness Administrator	1.00	Interviews Being Scheduled
DWES	Deputy Director	1.00	Executive Recruiter Retained
HCD	Deputy Director	1.00	Executive Recruiter Retained
ITD	Chief Information Officer/Director	1.00	Executive Recruiter Reviewing Applications
POLICE COMM	Inspector General	1.00	Interviews in Progress
FIRE	Deputy Fire Chief	1.00	Recruitment Opens October 18, 2021
PBD	Assistant Director, Planning & Building	1.00	Department Requesting Executive Recruiter

FISCAL IMPACT

This report is for informational purposes only and does not have a direct fiscal impact or cost. All positions reflected in this report are budgeted positions.

PUBLIC OUTREACH / INTEREST

No outreach was necessary for this report beyond the standard City Council agenda noticing procedures.

COORDINATION

Human Resources Management Department staff coordinated the collection and verification of data provided in this report with staff in each of the City's departments, the Finance Department's Budget Bureau, and the Office of the City Attorney.

SUSTAINABLE OPPORTUNITIES

Economic:

There are no economic impacts associated with this informational report.

Environmental:

There are no environmental impacts associated with this informational report.

Race & Equity:

There are no race & equity impacts associated with this informational report.

ACTION REQUESTED OF THE CITY COUNCIL

Staff Recommends That The City Council Accepts This Semi-Annual Staffing Report On Budgeted Vacancies Through September 22, 2021.

For questions regarding this report, please contact Greg Preece, Assistant Director of Human Resources, at (510) 238-3112.

Respectfully submitted,



IAN APPLEYARD
Director, Human Resources Management

Reviewed by:
Greg Preece
Assistant Director, Human Resources
Management

Prepared by:
Lisa Wright
Human Resources Operations Supervisor

Attachments (3):

- A. Citywide Vacancies by Department
- B. New Vacancies Created in Adopted Policy Budget FY 2021-22
- C. Frozen Vacancies by Department

Attachment A - FT PPT Vacancies as of 09.22.21

DEPT	JOB CLASSIFICATION TITLE	CLASS#	REP	FTE	FROZEN FTE	ENCUMBERED FTE	NON-ENCUMBERED FTE	POS#	STATUS OF VACANCY/REQ
CITY ADMIN	Administrative Assistant I	SS102	SD1	1.00	0.00	0.00	1.00	44268.44268	Not under active recruitment
CITY ADMIN	Assistant to the City Administrator	EM117	U31	1.00	0.00	0.00	1.00	34090.32850	Recruitment Closed (HRM/Dept screening apps)
CITY ADMIN	City Administrator Analyst	MA109	U31	1.00	0.00	0.00	1.00	44308.44308	Not under active recruitment
CITY ADMIN	City Administrator Analyst	MA109	U31	1.00	0.00	0.00	1.00	33027.33027	Recruitment Open (application intake)
CITY ADMIN	Deputy City Administrator	EM138	UK1	1.00	0.00	0.00	1.00	36550.32983	Not under active recruitment
CITY ADMIN	Health & Human Services Program Planne	AP196	UM2	1.00	0.00	0.00	1.00	42426.40624	Recruitment Open (application intake)
CITY ADMIN	Neighborhood Services Coordinator	SC190	TW1	1.00	0.00	0.00	1.00	43972.19572	Not under active recruitment
CITY ADMIN	Neighborhood Services Coordinator	SC190	TW1	1.00	0.00	0.00	1.00	43980.5658	Not under active recruitment
CITY ADMIN	Program Analyst I	AP292	TW1	1.00	0.00	0.00	1.00	44207.44207	Not under active recruitment
CITY ADMIN	Program Analyst III	SC204	UM2	1.00	0.00	0.00	1.00	43982.27641	Not under active recruitment
CITY ADMIN	Project Manager III	EM212	UM1	1.00	0.00	0.00	1.00	44463.42597	Recruitment Closed (HRM/Dept screening apps)
CITY ADMIN	Public Service Representative	SS169	SD1	1.00	0.00	0.00	1.00	43971.3898	Recruitment Closed (HRM/Dept screening apps)
CITY CLERK	Administrative Analyst I	AP103	TW1	1.00	0.00	0.00	1.00	44284.44284	Not under active recruitment
CITY CLERK	City Clerk, Assistant	EM127	UM1	1.00	0.00	0.00	1.00	31975.31975	Recruitment Closed (HRM/Dept screening apps)
CITY CLERK	Executive Assistant to the Director	SS124	UM1	1.00	0.00	0.00	1.00	35935.10609	Recruitment Closed (HRM/Dept screening apps)
CITY CLERK	Management Assistant	AP235	UM2	1.00	0.00	0.00	1.00	44379.44379	Recruitment Closed (HRM/Dept screening apps)
CITY ATTORNEY	Deputy City Attorney II	AL021	TM1	1.00	0.00	0.00	1.00	44016.27221	Recruitment Open (application intake)
CITY ATTORNEY	Deputy City Attorney III	AL030	TM1	1.00	0.00	0.00	1.00	43818.36742	Recruitment Open (application intake)
CITY ATTORNEY	Deputy City Attorney IV, Senior	MA117	TM1	1.00	0.00	0.00	1.00	44327.44327	Recruitment Open (application intake)
CITY ATTORNEY	Deputy City Attorney IV, Senior	MA117	TM1	1.00	0.00	1.00	0.00	17919.17919	Encumbered (TCSE/ELDE)
CITY ATTORNEY	Legal Administrative Assistant	SS133	TW1	1.00	0.00	0.00	1.00	2407.2407	HR Assessment & Scoring
CITY ATTORNEY	Legal Administrative Assistant	SS133	TW1	1.00	0.00	0.00	1.00	14230.14230	HR Assessment & Scoring
CITY ATTORNEY	Neighborhood Law Corps Attorney	AL041	TM1	1.00	0.00	0.00	1.00	39454.21885	Recruitment Open (application intake)
CITY ATTORNEY	Neighborhood Law Corps Attorney	AL041	TM1	1.00	0.00	0.00	1.00	39455.21882	Recruitment Open (application intake)
CITY ATTORNEY	Office Assistant I	SS150	SD1	1.00	0.00	0.00	1.00	35789.35789	Not under active recruitment
HRM	Administrative Analyst II	AP106	TW1	1.00	0.00	0.00	1.00	32285.32453	Recruitment Closed (HRM/Dept screening apps)
HRM	Benefits Technician	AP115	TW1	1.00	0.00	0.00	1.00	33417.30146	Not under active recruitment
HRM	Human Resource Analyst (CONF)	AP204	TA1	1.00	0.00	0.00	1.00	44375.44375	Dept Interview Process
HRM	Human Resource Analyst, Senior	AP206	UM2	1.00	0.00	0.00	1.00	41334.41334	Approved (pending HR assignment)
HRM	Human Resource Clerk	SS129	TA1	1.00	0.00	0.00	1.00	34809.34809	Dept Interview Process
HRM	Human Resource Clerk	SS129	TA1	1.00	0.00	0.00	1.00	36365.36365	Dept Interview Process
HRM	Human Resource Technician	TC117	TW1	1.00	0.00	0.00	1.00	28250.5740	Not under active recruitment
CITY AUDITOR	Performance Auditor, Sr.	AP392	TW1	1.00	0.00	1.00	0.00	30954.30954	Encumbered (TCSE/ELDE)
FINANCE	Account Clerk II	AF020	SD1	1.00	0.00	0.00	1.00	40147.40147	Dept Interview Process
FINANCE	Account Clerk II	AF020	SD1	1.00	0.00	0.00	1.00	42233.42233	Dept Interview Process
FINANCE	Accountant III	AF031	UH1	1.00	0.00	0.00	1.00	27724.27724	Recruitment Plan in Progress
FINANCE	Accountant III	AF031	UH1	1.00	0.00	0.00	1.00	12149.5652	Recruitment Plan in Progress
FINANCE	Assistant to the Director	EM118	UM1	1.00	0.00	0.00	1.00	39324.39324	Eligible List Referred to Dept
FINANCE	Budget & Management Analyst	AF063	U31	1.00	0.00	0.00	1.00	42881.42881	Recruitment Plan in Progress
FINANCE	Budget & Management Analyst, Senior	AF064	U31	1.00	0.00	0.00	1.00	44457.44457	Recruitment Plan in Progress
FINANCE	Buyer	SS193	TW1	1.00	0.00	0.00	1.00	36614.36614	On Hold (by Dept)
FINANCE	Cashier	AF003	SD1	1.00	0.00	0.00	1.00	41712.41712	Dept Interview Process
FINANCE	Collections Officer	AF032	SD1	1.00	0.00	0.00	1.00	44309.44309	On Hold (by Dept)
FINANCE	Human Resource Operations Supervisor	SC167	UH1	1.00	0.00	0.00	1.00	27986.23680	On Hold (by Dept)
FINANCE	Human Resource Operations Tech, Senior	TC114	TW1	1.00	0.00	0.00	1.00	27099.26472	Recruitment Plan in Progress
FINANCE	Human Resource Operations Tech, Senior	TC114	TW1	1.00	0.00	0.00	1.00	44432.44432	Recruitment Plan in Progress
FINANCE	Human Resource Operations Technician	TC115	TW1	1.00	0.00	0.00	1.00	44429.44429	Dept Interview Process
FINANCE	Manager, Finance	EM268	UK2	1.00	0.00	0.00	1.00	44430.44430	Dept Interview Process
FINANCE	Office Assistant II	SS153	SD1	1.00	0.00	0.00	1.00	42440.42416	On Hold (by Dept)
FINANCE	Parking Meter Collector	AF025	SD1	1.00	0.00	0.00	1.00	34600.17359	Dept Interview Process
FINANCE	Parking Meter Collector	AF025	SD1	1.00	0.00	0.00	1.00	34599.1230	Dept Interview Process
FINANCE	Parking Meter Collector	AF025	SD1	1.00	0.00	0.00	1.00	34604.2925	Dept Interview Process
FINANCE	Revenue Assistant	AP321	SD1	1.00	0.00	0.00	1.00	41045.17348	On Hold (by Dept)
FINANCE	Revenue Assistant	AP321	SD1	1.00	0.00	0.00	1.00	42446.18877	On Hold (by Dept)

Attachment A - FT PPT Vacancies as of 09.22.21

DEPT	JOB CLASSIFICATION TITLE	CLASS#	REP	FTE	FROZEN FTE	ENCUMBERED FTE	NON-ENCUMBERED FTE	POS#	STATUS OF VACANCY/REQ
FINANCE	Tax Auditor II	AF022	SD1	1.00	0.00	0.00	1.00	42229.42229	On Hold (by Dept)
FINANCE	Tax Auditor II	AF022	SD1	1.00	0.00	0.00	1.00	34843.34843	On Hold (by Dept)
POLICE	Account Clerk III	AF030	UH1	1.00	0.00	0.00	1.00	31144.31144	HR Assessment & Scoring
POLICE	Accountant II	AF021	SD1	1.00	0.00	0.00	1.00	30706.30706	Dept Interview Process
POLICE	Accountant III	AF031	UH1	1.00	0.00	0.00	1.00	34314.34314	Dept Interview Process
POLICE	Administrative Assistant II	SS104	TW1	1.00	0.00	0.00	1.00	44270.44270	Dept Interview Process
POLICE	Captain of Police (PERS)	PS107	UN2	1.00	0.00	0.00	1.00	40863.10431	Eligible List Available
POLICE	Captain of Police (PERS)	PS107	UN2	1.00	0.00	0.00	1.00	36886.3182	Eligible List Available
POLICE	Crime Analyst	AP446	TW1	1.00	0.00	0.00	1.00	44317.44317	Eligible List Referred to Dept
POLICE	Crime Analyst	AP446	TW1	1.00	0.00	0.00	1.00	44316.44316	Eligible List Referred to Dept
POLICE	Crime Analyst	AP446	TW1	1.00	0.00	0.00	1.00	44319.44319	Eligible List Referred to Dept
POLICE	Criminalist II	PS112	TW1	1.00	0.00	0.00	1.00	2701.2701	Recruitment Plan in Progress
POLICE	Criminalist II	PS112	TW1	1.00	0.00	0.00	1.00	15095.15095	Recruitment Plan in Progress
POLICE	Criminalist II	PS112	TW1	1.00	0.00	0.00	1.00	44320.44320	Recruitment Plan in Progress
POLICE	Criminalist II	PS112	TW1	1.00	0.00	0.00	1.00	44321.44321	Recruitment Plan in Progress
POLICE	Criminalist III	PS113	UH1	1.00	0.00	0.00	1.00	44322.44322	Recruitment Plan in Progress
POLICE	Criminalist III	PS113	UH1	1.00	0.00	0.00	1.00	34513.34513	Recruitment Plan in Progress
POLICE	Fleet Compliance Coordinator	SC257	UM2	1.00	0.00	0.00	1.00	43163.43163	Not under active recruitment
POLICE	Intake Technician	AP434	TW1	1.00	0.00	0.00	1.00	43159.43159	Dept Interview Process
POLICE	Intake Technician	AP434	TW1	1.00	0.00	0.00	1.00	43161.43161	Dept Interview Process
POLICE	Latent Print Examiner II	PS187	TW1	1.00	0.00	0.00	1.00	44378.44378	Dept Interview Process
POLICE	Lieutenant of Police (PERS)	PS152	PP1	1.00	0.00	0.00	1.00	41806.14171	Recruitment Closed (HRM/Dept screening apps)
POLICE	Lieutenant of Police (PERS)	PS152	PP1	1.00	0.00	0.00	1.00	43845.4932	Recruitment Closed (HRM/Dept screening apps)
POLICE	Lieutenant of Police (PERS)	PS152	PP1	1.00	0.00	0.00	1.00	37097.11018	Recruitment Closed (HRM/Dept screening apps)
POLICE	Lieutenant of Police (PERS)	PS194	PP1	1.00	0.00	0.00	1.00	41094.26410	Recruitment Closed (HRM/Dept screening apps)
POLICE	Police Communications Dispatcher	PS162	SC1	1.00	0.00	0.00	1.00	10919.10919	Dept Interview Process
POLICE	Police Communications Dispatcher	PS162	SC1	1.00	0.00	0.00	1.00	1116.1116	Dept Interview Process
POLICE	Police Communications Dispatcher	PS162	SC1	1.00	0.00	0.00	1.00	1124.1124	Dept Interview Process
POLICE	Police Communications Dispatcher	PS162	SC1	1.00	0.00	0.00	1.00	42252.42252	Dept Interview Process
POLICE	Police Communications Dispatcher	PS162	SC1	1.00	0.00	0.00	1.00	42255.42255	Dept Interview Process
POLICE	Police Communications Dispatcher	PS162	SC1	1.00	0.00	0.00	1.00	42257.42257	Dept Interview Process
POLICE	Police Communications Dispatcher	PS162	SC1	1.00	0.00	0.00	1.00	34509.34509	Dept Interview Process
POLICE	Police Communications Dispatcher	PS162	SC1	1.00	0.00	0.00	1.00	34510.34510	Dept Interview Process
POLICE	Police Communications Dispatcher	PS162	SC1	1.00	0.00	0.00	1.00	1590.1590	Dept Interview Process
POLICE	Police Communications Dispatcher	PS162	SC1	1.00	0.00	0.00	1.00	34912.542	Dept Interview Process
POLICE	Police Communications Dispatcher	PS162	SC1	1.00	0.00	0.00	1.00	5769.5769	Dept Interview Process
POLICE	Police Communications Dispatcher	PS162	SC1	1.00	0.00	0.00	1.00	2500.2500	Dept Interview Process
POLICE	Police Communications Dispatcher	PS162	SC1	1.00	0.00	0.00	1.00	13916.13916	Dept Interview Process
POLICE	Police Communications Dispatcher	PS162	SC1	1.00	0.00	0.00	1.00	13919.13919	Dept Interview Process
POLICE	Police Communications Dispatcher	PS162	SC1	1.00	0.00	0.00	1.00	4958.4958	Dept Interview Process
POLICE	Police Communications Dispatcher	PS162	SC1	1.00	0.00	0.00	1.00	4964.4964	Dept Interview Process
POLICE	Police Communications Dispatcher	PS162	SC1	1.00	0.00	0.00	1.00	44391.44391	Dept Interview Process
POLICE	Police Communications Dispatcher	PS162	SC1	1.00	0.00	0.00	1.00	44392.44392	Dept Interview Process
POLICE	Police Communications Dispatcher	PS162	SC1	1.00	0.00	0.00	1.00	44393.44393	Dept Interview Process
POLICE	Police Communications Dispatcher	PS162	SC1	1.00	0.00	0.00	1.00	44394.44394	Dept Interview Process
POLICE	Police Communications Dispatcher	PS162	SC1	1.00	0.00	0.00	1.00	44395.44395	Dept Interview Process
POLICE	Police Communications Dispatcher	PS162	SC1	1.00	0.00	0.00	1.00	44396.44396	Dept Interview Process
POLICE	Police Communications Dispatcher	PS162	SC1	1.00	0.00	0.00	1.00	2882.2882	Dept Interview Process
POLICE	Police Communications Dispatcher	PS162	SC1	1.00	0.00	0.00	1.00	2223.2223	Dept Interview Process
POLICE	Police Communications Dispatcher	PS162	SC1	1.00	0.00	0.00	1.00	1251.1251	Dept Interview Process
POLICE	Police Communications Dispatcher, Senior	PS203	UH1	1.00	0.00	0.00	1.00	44408.44408	Not under active recruitment
POLICE	Police Communications Operator	PS163	SC1	1.00	0.00	0.00	1.00	34915.34915	Not under active recruitment
POLICE	Police Evidence Technician	PS165	SC1	1.00	0.00	0.00	1.00	44397.44397	Dept Interview Process
POLICE	Police Evidence Technician	PS165	SC1	1.00	0.00	0.00	1.00	41151.17519	Dept Interview Process

Attachment A - FT PPT Vacancies as of 09.22.21

DEPT	JOB CLASSIFICATION TITLE	CLASS#	REP	FTE	FROZEN FTE	ENCUMBERED FTE	NON-ENCUMBERED FTE	POS#	STATUS OF VACANCY/REQ
POLICE	Police Evidence Technician	PS165	SC1	1.00	0.00	0.00	1.00	40977.1300	Dept Interview Process
POLICE	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	44398.44398	Recruitment Open (application intake)
POLICE	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	44399.44399	Recruitment Open (application intake)
POLICE	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	36880.12080	Recruitment Open (application intake)
POLICE	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	35029.2801	Recruitment Open (application intake)
POLICE	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	41548.5384	Recruitment Open (application intake)
POLICE	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	36926.21137	Recruitment Open (application intake)
POLICE	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	36924.26007	Recruitment Open (application intake)
POLICE	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	44400.44400	Recruitment Open (application intake)
POLICE	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	44401.44401	Recruitment Open (application intake)
POLICE	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	40856.2994	Recruitment Open (application intake)
POLICE	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	35042.5379	Recruitment Open (application intake)
POLICE	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	41112.37986	Recruitment Open (application intake)
POLICE	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	44026.1220	Recruitment Open (application intake)
POLICE	Police Officer (PERS)	PS190	PP1	1.00	0.00	0.00	1.00	42091.5013	Recruitment Open (application intake)
POLICE	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	29711.18325	Recruitment Open (application intake)
POLICE	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	43570.18925	Recruitment Open (application intake)
POLICE	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	41067.3342	Recruitment Open (application intake)
POLICE	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	40908.3368	Recruitment Open (application intake)
POLICE	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	37174.32980	Recruitment Open (application intake)
POLICE	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	37375.21168	Recruitment Open (application intake)
POLICE	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	41001.34739	Recruitment Open (application intake)
POLICE	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	41321.25882	Recruitment Open (application intake)
POLICE	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	29949.3108	Recruitment Open (application intake)
POLICE	Police Officer (PERS)	PS190	PP1	1.00	0.00	0.00	1.00	41002.34731	Recruitment Open (application intake)
POLICE	Police Officer (PERS)	PS190	PP1	1.00	0.00	0.00	1.00	37020.11744	Recruitment Open (application intake)
POLICE	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	37386.5721	Recruitment Open (application intake)
POLICE	Police Officer (PERS)	PS190	PP1	1.00	0.00	0.00	1.00	40453.34909	Recruitment Open (application intake)
POLICE	Police Officer (PERS)	PS190	PP1	1.00	0.00	0.00	1.00	37132.36055	Recruitment Open (application intake)
POLICE	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	40449.1744	Recruitment Open (application intake)
POLICE	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	37410.12085	Recruitment Open (application intake)
POLICE	Police Officer (PERS)	PS190	PP1	1.00	0.00	0.00	1.00	37162.27670	Recruitment Open (application intake)
POLICE	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	37242.25924	Recruitment Open (application intake)
POLICE	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	41128.37980	Recruitment Open (application intake)
POLICE	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	40929.15047	Recruitment Open (application intake)
POLICE	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	37879.18900	Recruitment Open (application intake)
POLICE	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	41109.18937	Recruitment Open (application intake)
POLICE	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	41130.6761	Recruitment Open (application intake)
POLICE	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	37892.33042	Recruitment Open (application intake)
POLICE	Police Officer (PERS)	PS168	PP1	1.00	0.00	0.00	1.00	41085.20742	Recruitment Open (application intake)
POLICE	Police Records Specialist	SS165	SD1	1.00	0.00	0.00	1.00	36807.19530	Dept Interview Process
POLICE	Police Records Specialist	SS165	SD1	1.00	0.00	0.00	1.00	43844.27105	Dept Interview Process
POLICE	Police Records Specialist	SS165	SD1	1.00	0.00	0.00	1.00	38394.38394	Dept Interview Process
POLICE	Police Records Specialist	SS165	SD1	1.00	0.00	0.00	1.00	36795.4938	Dept Interview Process
POLICE	Police Records Specialist	SS165	SD1	1.00	0.00	0.00	1.00	36844.21985	Dept Interview Process
POLICE	Police Records Specialist	SS165	SD1	1.00	0.00	0.00	1.00	30021.1881	Dept Interview Process
POLICE	Police Records Specialist	SS165	SD1	1.00	0.00	0.00	1.00	29735.2492	Dept Interview Process
POLICE	Police Records Specialist	SS165	SD1	1.00	0.00	0.00	1.00	35821.9167	Dept Interview Process
POLICE	Police Services Manager I	MA152	UM1	1.00	0.00	1.00	0.00	44206.44206	Encumbered (TCSE/ELDE)
POLICE	Police Services Manager I	MA152	UM1	1.00	0.00	1.00	0.00	36794.35907	Encumbered (TCSE/ELDE)
POLICE	Police Services Manager I	MA152	UM1	1.00	0.00	0.00	1.00	33023.33023	Recruitment Open (application intake)
POLICE	Police Services Technician II	PS173	SC1	1.00	0.00	0.00	1.00	44032.22359	Requisition Pending Approval
POLICE	Police Services Technician II	PS173	SC1	1.00	0.00	0.00	1.00	40574.1971	Requisition Pending Approval
POLICE	Police Services Technician II	PS173	SC1	1.00	0.00	0.00	1.00	38261.11778	Requisition Pending Approval

Attachment A - FT PPT Vacancies as of 09.22.21

DEPT	JOB CLASSIFICATION TITLE	CLASS#	REP	FTE	FROZEN FTE	ENCUMBERED FTE	NON-ENCUMBERED FTE	POS#	STATUS OF VACANCY/REQ
POLICE	Police Services Technician II	PS173	SC1	1.00	0.00	0.00	1.00	43949.27802	Requisition Pending Approval
POLICE	Police Services Technician II	PS173	SC1	1.00	0.00	0.00	1.00	36851.34207	Requisition Pending Approval
POLICE	Police Services Technician II	PS173	SC1	1.00	0.00	0.00	1.00	40578.34523	Requisition Pending Approval
POLICE	Police Services Technician II	PS173	SC1	1.00	0.00	0.00	1.00	29703.4943	Requisition Pending Approval
POLICE	Police Services Technician II	PS173	SC1	1.00	0.00	0.00	1.00	29707.2227	Requisition Pending Approval
POLICE	Police Services Technician II	PS173	SC1	1.00	0.00	0.00	1.00	36853.34208	Requisition Pending Approval
POLICE	Police Services Technician II	PS173	SC1	1.00	0.00	0.00	1.00	38267.28228	Requisition Pending Approval
POLICE	Police Services Technician II	PS173	SC1	1.00	0.00	0.00	1.00	40576.34206	Requisition Pending Approval
POLICE	Program Analyst II	AP293	TW1	1.00	0.00	1.00	0.00	43731.43731	Encumbered (TCSE/ELDE)
POLICE	Public Information Officer I	AP298	TW1	1.00	0.00	0.00	1.00	43153.43153	Eligible List Referred to Dept
POLICE	Sergeant of Police (PERS)	PS179	PP1	1.00	0.00	0.00	1.00	38110.26533	HR Assessment & Scoring
POLICE	Sergeant of Police (PERS)	PS179	PP1	1.00	0.00	0.00	1.00	41311.15633	HR Assessment & Scoring
POLICE	Sergeant of Police (PERS)	PS192	PP1	1.00	0.00	0.00	1.00	42676.1591	HR Assessment & Scoring
POLICE	Sergeant of Police (PERS)	PS179	PP1	1.00	0.00	0.00	1.00	42742.3195	HR Assessment & Scoring
POLICE	Sergeant of Police (PERS)	PS179	PP1	1.00	0.00	0.00	1.00	37902.2592	HR Assessment & Scoring
FIRE	Accountant III	AF031	UH1	1.00	0.00	0.00	1.00	44103.28456	On Hold (by Dept)
FIRE	Administrative Services Manager II	EM100	UM2	1.00	0.00	0.00	1.00	44272.44272	Dept Interview Process
FIRE	Captain of Fire Department	PS103	FQ1	1.00	0.00	0.00	1.00	25192.5068	Recruitment Plan in Progress
FIRE	Captain of Fire Department	PS104	FQ1	1.00	0.00	0.00	1.00	32343.21330	Recruitment Plan in Progress
FIRE	Captain of Fire Department	PS103	FQ1	1.00	0.00	0.00	1.00	16848.1647	Recruitment Plan in Progress
FIRE	Captain of Fire Department	PS103	FQ1	1.00	0.00	0.00	1.00	16662.183	Recruitment Plan in Progress
FIRE	Emergency Planning Coordinator, Sr	SC140	TW1	1.00	0.00	0.00	1.00	31343.28480	Recruitment Plan in Progress
FIRE	Emergency Planning Coordinator, Sr	SC140	TW1	1.00	0.00	0.00	1.00	31344.30086	Recruitment Plan in Progress
FIRE	Engineer of Fire Department	PS118	FQ1	1.00	0.00	0.00	1.00	25337.21552	Dept Interview Process
FIRE	Fire Communications Dispatcher	PS123	SC1	1.00	0.00	1.00	0.00	43164.43164	Encumbered (TCSE/ELDE)
FIRE	Fire Communications Dispatcher	PS123	SC1	1.00	0.00	0.00	1.00	2817.2817	Dept Interview Process
FIRE	Fire Division Manager	EM225	UM1	1.00	0.00	0.00	1.00	41048.24870	Recruitment Plan in Progress
FIRE	Fire Fighter	PS125	FQ1	1.00	0.00	0.00	1.00	26580.2863	Dept Interview Process
FIRE	Fire Fighter	PS125	FQ1	1.00	0.00	0.00	1.00	2323.2323	Dept Interview Process
FIRE	Fire Fighter	PS125	FQ1	1.00	0.00	0.00	1.00	25321.2180	Dept Interview Process
FIRE	Fire Fighter	PS125	FQ1	1.00	0.00	0.00	1.00	25382.22418	Dept Interview Process
FIRE	Fire Fighter Paramedic	PS184	FQ1	1.00	0.00	0.00	1.00	25293.2825	Recruitment Open (application intake)
FIRE	Fire Fighter Paramedic	PS184	FQ1	1.00	0.00	0.00	1.00	25354.2849	Recruitment Open (application intake)
FIRE	Fire Fighter Paramedic	PS184	FQ1	1.00	0.00	0.00	1.00	22335.625	Recruitment Open (application intake)
FIRE	Fire Fighter Paramedic	PS184	FQ1	1.00	0.00	0.00	1.00	25296.14120	Recruitment Open (application intake)
FIRE	Fire Fighter Paramedic	PS184	FQ1	1.00	0.00	0.00	1.00	19362.14130	Recruitment Open (application intake)
FIRE	Fire Fighter Paramedic	PS184	FQ1	1.00	0.00	0.00	1.00	22334.3159	Recruitment Open (application intake)
FIRE	Fire Fighter Paramedic	PS184	FQ1	1.00	0.00	0.00	1.00	22064.21607	Recruitment Open (application intake)
FIRE	Fire Fighter Paramedic	PS184	FQ1	1.00	0.00	0.00	1.00	25282.10553	Recruitment Open (application intake)
FIRE	Fire Fighter Paramedic	PS184	FQ1	1.00	0.00	0.00	1.00	25286.834	Recruitment Open (application intake)
FIRE	Fire Inspection Supervisor	SC262	UH1	1.00	0.00	0.00	1.00	44409.44409	Dept Interview Process
FIRE	Fire Inspector (Civilian)	PS142	SC1	1.00	0.00	0.00	1.00	728.728	Dept Interview Process
FIRE	Fire Inspector (Civilian)	PS142	SC1	1.00	0.00	0.00	1.00	1614.1614	Dept Interview Process
FIRE	Fire Inspector (Civilian)	PS142	SC1	1.00	0.00	0.00	1.00	41481.41481	Dept Interview Process
FIRE	Fire Inspector (Civilian)	PS142	SC1	1.00	0.00	0.00	1.00	5990.5990	Dept Interview Process
FIRE	Fire Inspector (Civilian)	PS142	SC1	1.00	0.00	0.00	1.00	38745.38745	Dept Interview Process
FIRE	Fire Inspector (Civilian)	PS142	SC1	1.00	0.00	0.00	1.00	42277.42277	Dept Interview Process
FIRE	Fire Inspector (Civilian)	PS142	SC1	1.00	0.00	0.00	1.00	42275.42275	Dept Interview Process
FIRE	Fire Marshal, Assistant (Non-Sworn)	MA148	UM2	1.00	0.00	0.00	1.00	38742.26039	Recruitment Plan in Progress
FIRE	Fire Protection Engineer	PS143	TW1	1.00	0.00	0.00	1.00	42271.42271	Recruitment Plan in Progress
FIRE	Hearing Officer	AP396	TW1	1.00	0.00	0.00	1.00	42543.42290	Not under active recruitment
FIRE	Lieutenant of Fire Department	PS150	FQ1	1.00	0.00	0.00	1.00	25155.2122	Not under active recruitment
FIRE	Lieutenant of Fire Department	PS150	FQ1	1.00	0.00	0.00	1.00	831.831	Not under active recruitment
FIRE	Lieutenant of Fire Department	PS150	FQ1	1.00	0.00	0.00	1.00	14096.5055	Not under active recruitment

Attachment A - FT PPT Vacancies as of 09.22.21

DEPT	JOB CLASSIFICATION TITLE	CLASS#	REP	FTE	FROZEN FTE	ENCUMBERED FTE	NON-ENCUMBERED FTE	POS#	STATUS OF VACANCY/REQ
FIRE	Office Assistant I	SS150	SD1	1.00	0.00	0.00	1.00	42286.42286	Recruitment Plan in Progress
FIRE	Office Assistant I, PPT	SS151	SD1	0.60	0.00	0.00	0.60	38746.38746	Recruitment Plan in Progress
FIRE	Office Assistant II	SS153	SD1	1.00	0.00	0.00	1.00	30708.30708	Recruitment Plan in Progress
FIRE	Office Assistant II	SS153	SD1	1.00	0.00	0.00	1.00	42288.42288	Recruitment Plan in Progress
FIRE	Office Assistant II	SS153	SD1	1.00	0.00	0.00	1.00	28088.28088	Recruitment Plan in Progress
FIRE	Process Coordinator II	AP290	SD1	1.00	0.00	0.00	1.00	42273.42273	Not under active recruitment
FIRE	Process Coordinator II	AP290	SD1	1.00	0.00	0.00	1.00	42272.42272	Not under active recruitment
FIRE	Program Analyst II	AP293	TW1	1.00	0.00	0.00	1.00	38743.34792	Dept Interview Process
OPW	Account Clerk II	AF020	SD1	1.00	0.00	0.00	1.00	32732.32732	HR Assessment & Scoring
OPW	Administrative Assistant II	SS104	TW1	1.00	0.00	0.00	1.00	44269.44269	Dept Interview Process
OPW	Assistant Director, Public Works Agency	EM110	U31	1.00	0.00	0.00	1.00	24375.22508	Requisition Pending Approval
OPW	Auto Equipment Mechanic	TR100	SB1	1.00	0.00	1.00	0.00	24052.5454	Encumbered (TCSE/ELDE)
OPW	Auto Equipment Mechanic	TR100	SB1	1.00	0.00	0.00	1.00	24028.3590	Recruitment Plan in Progress
OPW	Capital Improvement Project Coordinator	SC112	UM2	1.00	0.00	0.00	1.00	31812.20103	Dept Interview Process
OPW	Capital Improvement Project Coordinator	SC112	UM2	1.00	0.00	0.00	1.00	41338.41338	Dept Interview Process
OPW	Carpenter	TR112	SB1	1.00	0.00	0.00	1.00	41234.6044	Requisition Pending Approval
OPW	Construction & Maintenance Mechanic	TR118	SB1	1.00	0.00	0.00	1.00	42263.42263	Dept Interview Process
OPW	Construction Inspector (Field)	IS106	SC1	1.00	0.00	0.00	1.00	39543.10808	Dept Interview Process
OPW	Custodial Services Supervisor I	SC130	UH1	1.00	0.00	0.00	1.00	41296.287	Dept Interview Process
OPW	Custodian	TR120	SC1	1.00	0.00	1.00	0.00	41288.1321	Encumbered (TCSE/ELDE)
OPW	Custodian	TR120	SC1	1.00	0.00	0.00	1.00	41181.2379	Dept Interview Process
OPW	Custodian	TR120	SC1	1.00	0.00	0.00	1.00	41185.812	Dept Interview Process
OPW	Custodian	TR120	SC1	1.00	0.00	0.00	1.00	41502.34353	Dept Interview Process
OPW	Custodian	TR120	SC1	1.00	0.00	0.00	1.00	41773.41773	Dept Interview Process
OPW	Custodian	TR120	SC1	1.00	0.00	0.00	1.00	41774.41774	Dept Interview Process
OPW	Custodian	TR120	SC1	1.00	0.00	0.00	1.00	41171.14517	Dept Interview Process
OPW	Custodian	TR120	SC1	1.00	0.00	0.00	1.00	41290.15136	Dept Interview Process
OPW	Custodian	TR120	SC1	1.00	0.00	0.00	1.00	41291.15149	Dept Interview Process
OPW	Custodian	TR120	SC1	1.00	0.00	0.00	1.00	41292.2106	Dept Interview Process
OPW	Custodian	TR120	SC1	1.00	0.00	0.00	1.00	42265.42265	Dept Interview Process
OPW	Custodian	TR120	SC1	1.00	0.00	0.00	1.00	41491.31000	Dept Interview Process
OPW	Custodian	TR120	SC1	1.00	0.00	0.00	1.00	41496.32352	Dept Interview Process
OPW	Custodian	TR120	SC1	1.00	0.00	0.00	1.00	44323.44323	Dept Interview Process
OPW	Custodian	TR120	SC1	1.00	0.00	0.00	1.00	44324.44324	Dept Interview Process
OPW	Custodian	TR120	SC1	1.00	0.00	0.00	1.00	44325.44325	Dept Interview Process
OPW	Custodian	TR120	SC1	1.00	0.00	0.00	1.00	43171.43171	Dept Interview Process
OPW	Custodian	TR120	SC1	1.00	0.00	0.00	1.00	43172.43172	Dept Interview Process
OPW	Drafting Technician, Intermediate	ET110	SD1	1.00	0.00	0.00	1.00	31890.5089	Requisition Pending Approval
OPW	Electrical Engineer II	TR125	TF1	1.00	0.00	0.00	1.00	31156.31156	Not under active recruitment
OPW	Engineer, Assistant I (Office)	ET111	TF1	1.00	0.00	0.00	1.00	43168.43168	Recruitment Plan in Progress
OPW	Engineer, Assistant II (Office)	ET113	TF1	1.00	0.00	0.00	1.00	34614.34614	Recruitment Plan in Progress
OPW	Engineer, Assistant II (Office)	ET113	TF1	1.00	0.00	0.00	1.00	32881.32296	Recruitment Plan in Progress
OPW	Engineer, Assistant II (Office)	ET113	TF1	1.00	0.00	0.00	1.00	43167.43167	Recruitment Plan in Progress
OPW	Engineer, Assistant II (Office)	ET113	TF1	1.00	0.00	0.00	1.00	37683.32329	Recruitment Plan in Progress
OPW	Engineer, Assistant II (Office)	ET113	TF1	1.00	0.00	0.00	1.00	38080.38080	Recruitment Plan in Progress
OPW	Engineer, Civil (Field)	ET115	TF1	1.00	0.00	0.00	1.00	31769.3436	Requisition Pending Approval
OPW	Engineer, Civil (Office)	ET116	TF1	1.00	0.00	0.00	1.00	32294.32294	Requisition Pending Approval
OPW	Engineer, Civil (Office)	ET116	TF1	1.00	0.00	0.00	1.00	31771.30582	Requisition Pending Approval
OPW	Engineer, Civil (Office)	ET116	TF1	1.00	0.00	0.00	1.00	36672.36672	Requisition Pending Approval
OPW	Engineer, Civil Principal	ET117	UM1	1.00	0.00	1.00	0.00	31751.10571	Encumbered (Interim)
OPW	Engineer, Transportation Assistant	ET120	TF1	1.00	0.00	0.00	1.00	31774.3426	Recruitment Plan in Progress
OPW	Environmental Enforcement Officer	PP158	SC1	1.00	0.00	0.00	1.00	44332.44332	Dept Interview Process
OPW	Environmental Enforcement Officer	PP158	SC1	1.00	0.00	0.00	1.00	44331.44331	Dept Interview Process
OPW	Environmental Services Analyst, Asst	AP447	TW1	1.00	0.00	0.00	1.00	38114.11054	Requisition Pending Approval

Attachment A - FT PPT Vacancies as of 09.22.21

DEPT	JOB CLASSIFICATION TITLE	CLASS#	REP	FTE	FROZEN FTE	ENCUMBERED FTE	NON-ENCUMBERED FTE	POS#	STATUS OF VACANCY/REQ
OPW	Equipment Body Repair Worker	TR134	SB1	1.00	0.00	0.00	1.00	24116.3596	Requisition Pending Approval
OPW	Facilities Complex Manager, Assistant	SC100	UH1	1.00	0.00	0.00	1.00	41740.40673	Requisition Pending Approval
OPW	Fleet Specialist	AP190	TW1	1.00	0.00	0.00	1.00	26005.26005	Requisition Pending Approval
OPW	Gardener Crew Leader	TR140	SC1	1.00	0.00	0.00	1.00	34485.34485	Recruitment Plan in Progress
OPW	Gardener Crew Leader	TR140	SC1	1.00	0.00	0.00	1.00	43181.43181	Recruitment Plan in Progress
OPW	Gardener Crew Leader	TR140	SC1	1.00	0.00	0.00	1.00	43180.43180	Recruitment Plan in Progress
OPW	Gardener Crew Leader	TR140	SC1	1.00	0.00	0.00	1.00	43176.43176	Recruitment Plan in Progress
OPW	Gardener Crew Leader	TR140	SC1	1.00	0.00	0.00	1.00	24400.18561	Recruitment Plan in Progress
OPW	Gardener Crew Leader	TR140	SC1	1.00	0.00	0.00	1.00	23811.5217	Recruitment Plan in Progress
OPW	Gardener II	TR142	SC1	1.00	0.00	0.00	1.00	23733.5149	Recruitment Plan in Progress
OPW	Gardener II	TR142	SC1	1.00	0.00	0.00	1.00	23950.1660	Recruitment Plan in Progress
OPW	Gardener II	TR142	SC1	1.00	0.00	0.00	1.00	37525.37525	Recruitment Plan in Progress
OPW	Heavy Equipment Mechanic	TR148	SB1	1.00	0.00	0.00	1.00	24140.2015	Recruitment Closed (HRM/Dept screening apps)
OPW	Heavy Equipment Mechanic	TR148	SB1	1.00	0.00	0.00	1.00	24079.1405	Recruitment Closed (HRM/Dept screening apps)
OPW	Heavy Equipment Mechanic	TR148	SB1	1.00	0.00	0.00	1.00	24158.13129	Recruitment Closed (HRM/Dept screening apps)
OPW	Heavy Equipment Mechanic	TR148	SB1	1.00	0.00	0.00	1.00	42261.42261	Recruitment Closed (HRM/Dept screening apps)
OPW	Heavy Equipment Mechanic	TR148	SB1	1.00	0.00	0.00	1.00	24174.5453	Recruitment Closed (HRM/Dept screening apps)
OPW	Heavy Equipment Mechanic	TR148	SB1	1.00	0.00	0.00	1.00	24132.2656	Recruitment Closed (HRM/Dept screening apps)
OPW	Heavy Equipment Service Worker	TR147	SC1	1.00	0.00	0.00	1.00	24048.3601	Eligible List Available
OPW	Heavy Equipment Service Worker	TR147	SC1	1.00	0.00	0.00	1.00	24189.6262	Eligible List Available
OPW	Heavy Equipment Service Worker	TR147	SC1	1.00	0.00	0.00	1.00	24047.803	Eligible List Available
OPW	Maintenance Mechanic	TR156	SB1	1.00	0.00	0.00	1.00	41304.28252	Recruitment Plan in Progress
OPW	Maintenance Mechanic	TR156	SB1	1.00	0.00	0.00	1.00	41240.3594	Recruitment Plan in Progress
OPW	Maintenance Mechanic	TR156	SB1	1.00	0.00	0.00	1.00	41169.451	Recruitment Plan in Progress
OPW	Management Assistant	AP235	UM2	1.00	0.00	0.00	1.00	39644.34276	Dept Interview Process
OPW	Management Intern	SS142	TA1	1.00	0.00	0.00	1.00	33657.33657	Recruitment Plan in Progress
OPW	Manager, Capital Contracts	EM177	UM1	1.00	0.00	0.00	1.00	44380.44380	Dept Interview Process
OPW	Manager, Capital Improvement Program	MA107	UM1	1.00	0.00	0.00	1.00	44381.44381	Dept Interview Process
OPW	Manager, Technology Program	EM257	UM2	1.00	0.00	0.00	1.00	37919.34677	Recruitment Closed (HRM/Dept screening apps)
OPW	Painter	TR159	SB1	1.00	0.00	0.00	1.00	41302.2486	Recruitment Plan in Progress
OPW	Painter	TR159	SB1	1.00	0.00	0.00	1.00	41297.34352	Recruitment Plan in Progress
OPW	Painter	TR159	SB1	1.00	0.00	0.00	1.00	44385.44385	Recruitment Plan in Progress
OPW	Park Attendant, PPT	SS157	SC1	1.00	0.00	0.00	1.00	24324.22113	Dept Interview Process
OPW	Park Equipment Operator	TR162	SC1	1.00	0.00	0.00	1.00	43205.43205	Recruitment Open (application intake)
OPW	Park Equipment Operator	TR162	SC1	1.00	0.00	0.00	1.00	43204.43204	Recruitment Open (application intake)
OPW	Park Supervisor I	SC193	UH1	1.00	0.00	0.00	1.00	43206.43206	Recruitment Closed (HRM/Dept screening apps)
OPW	Park Supervisor I	SC193	UH1	1.00	0.00	0.00	1.00	43207.43207	Recruitment Closed (HRM/Dept screening apps)
OPW	Park Supervisor I	SC193	UH1	1.00	0.00	0.00	1.00	23974.3699	Requisition Pending Approval
OPW	Park Supervisor II	SC194	UH1	1.00	0.00	0.00	1.00	44386.44386	Dept Interview Process
OPW	Plumber	TR172	SB1	1.00	0.00	0.00	1.00	41222.5447	Requisition Pending Approval
OPW	Pool Technician	TR207	SC1	1.00	0.00	0.00	1.00	41206.34442	Requisition Pending Approval
OPW	Program Analyst II	AP293	TW1	1.00	0.00	0.00	1.00	42896.42896	Dept Interview Process
OPW	Program Analyst II	AP293	TW1	1.00	0.00	0.00	1.00	39697.15215	Dept Interview Process
OPW	Project Manager II	EM211	UM2	1.00	0.00	1.00	0.00	43165.43165	Encumbered (TCSE/ELDE)
OPW	Public Works Maintenance Worker	TR174	SC1	1.00	0.00	0.00	1.00	42267.42267	Dept Interview Process
OPW	Public Works Maintenance Worker	TR174	SC1	1.00	0.00	0.00	1.00	37692.1669	Dept Interview Process
OPW	Public Works Maintenance Worker	TR174	SC1	1.00	0.00	0.00	1.00	37627.1829	Dept Interview Process
OPW	Public Works Maintenance Worker	TR174	SC1	1.00	0.00	0.00	1.00	44248.44248	Dept Interview Process
OPW	Public Works Maintenance Worker	TR174	SC1	1.00	0.00	0.00	1.00	44249.44249	Dept Interview Process
OPW	Public Works Maintenance Worker	TR174	SC1	1.00	0.00	0.00	1.00	44250.44250	Dept Interview Process
OPW	Public Works Maintenance Worker	TR174	SC1	1.00	0.00	0.00	1.00	31290.3496	Dept Interview Process
OPW	Public Works Maintenance Worker	TR174	SC1	1.00	0.00	0.00	1.00	23690.3505	Dept Interview Process
OPW	Sewer Maintenance Leader	TR175	SC1	1.00	0.00	0.00	1.00	24112.2378	Eligible List Referred to Dept

Attachment A - FT PPT Vacancies as of 09.22.21

DEPT	JOB CLASSIFICATION TITLE	CLASS#	REP	FTE	FROZEN FTE	ENCUMBERED FTE	NON-ENCUMBERED FTE	POS#	STATUS OF VACANCY/REQ
OPW	Sewer Maintenance Worker	TR176	SC1	1.00	0.00	0.00	1.00	23987.9993	Requisition Pending Approval
OPW	Sewer Maintenance Worker	TR176	SC1	1.00	0.00	0.00	1.00	24185.9994	Requisition Pending Approval
OPW	Sewer Maintenance Worker	TR176	SC1	1.00	0.00	0.00	1.00	24115.5116	Requisition Pending Approval
OPW	Sewer Maintenance Worker	TR176	SC1	1.00	0.00	0.00	1.00	24200.3535	Requisition Pending Approval
OPW	Sewer Maintenance Worker	TR176	SC1	1.00	0.00	0.00	1.00	23977.3534	Requisition Pending Approval
OPW	Sewer Maintenance Worker	TR176	SC1	1.00	0.00	0.00	1.00	23996.1414	Requisition Pending Approval
OPW	Sewer Maintenance Worker	TR176	SC1	1.00	0.00	0.00	1.00	32322.32322	Requisition Pending Approval
OPW	Sewer Maintenance Worker	TR176	SC1	1.00	0.00	0.00	1.00	24087.1673	Requisition Pending Approval
OPW	Stationary Engineer	TR178	SB1	1.00	0.00	0.00	1.00	41293.3622	Dept Interview Process
OPW	Stationary Engineer	TR178	SB1	1.00	0.00	0.00	1.00	41168.11063	Dept Interview Process
OPW	Street Maintenance Leader	TR180	SC1	1.00	0.00	0.00	1.00	24142.5816	Dept Interview Process
OPW	Street Maintenance Leader	TR180	SC1	1.00	0.00	0.00	1.00	24257.19194	Dept Interview Process
OPW	Street Maintenance Leader	TR180	SC1	1.00	0.00	0.00	1.00	24258.19195	Dept Interview Process
OPW	Street Maintenance Leader	TR180	SC1	1.00	0.00	0.00	1.00	44237.44237	Dept Interview Process
OPW	Street Sweeper Operator	TR181	SC1	1.00	0.00	0.00	1.00	23859.1808	Dept Interview Process
OPW	Street Sweeper Operator	TR181	SC1	1.00	0.00	0.00	1.00	23922.12877	Dept Interview Process
OPW	Street Sweeper Operator	TR181	SC1	1.00	0.00	0.00	1.00	24372.22118	Dept Interview Process
OPW	Street Sweeper Operator	TR181	SC1	1.00	0.00	0.00	1.00	24373.22119	Dept Interview Process
OPW	Training & Public Services Administrator	AP343	UM2	1.00	0.00	0.00	1.00	42481.42481	HR Assessment & Scoring
OPW	Tree High Climber	TR188	SC1	1.00	0.00	0.00	1.00	32789.2860	Not under active recruitment
OPW	Tree Supervisor I	SC229	UH1	1.00	0.00	0.00	1.00	40018.40018	Recruitment Plan in Progress
OPW	Tree Trimmer	TR189	SC1	1.00	0.00	0.00	1.00	43210.43210	Requisition Pending Approval
OPW	Tree Trimmer	TR189	SC1	1.00	0.00	0.00	1.00	40019.40019	Approved (pending HR assignment)
OPW	Tree Trimmer	TR189	SC1	1.00	0.00	0.00	1.00	32802.2289	Recruitment Plan in Progress
DOT	Administrative Analyst II	AP106	TW1	1.00	0.00	0.00	1.00	44267.44267	Eligible List Available
DOT	Arboricultural Inspector	AP100	UH1	1.00	0.00	0.00	1.00	39548.32280	Approved (pending HR assignment)
DOT	Assistant Director, Public Works Agency	EM110	U31	1.00	0.00	0.00	1.00	44274.44274	Recruitment Open (application intake)
DOT	Chief of Party	TR114	UH1	1.00	0.00	0.00	1.00	39526.832	On Hold (Job spec revisions)
DOT	Concrete Finisher	TR116	SB1	1.00	0.00	0.00	1.00	44310.44310	Not under active recruitment
DOT	Concrete Finisher	TR116	SB1	1.00	0.00	0.00	1.00	44311.44311	Not under active recruitment
DOT	Construction Inspector (Field)	IS106	SC1	1.00	0.00	0.00	1.00	44312.44312	Not under active recruitment
DOT	Construction Inspector (Field)	IS106	SC1	1.00	0.00	0.00	1.00	39566.20610	Not under active recruitment
DOT	Construction Inspector (Field)	IS106	SC1	1.00	0.00	0.00	1.00	39883.15736	Not under active recruitment
DOT	Crossing Guard, PPT	PS115	SC1	1.00	0.00	0.00	1.00	43330.708	Recruitment Open (application intake)
DOT	Drafting/Design Technician, Sr	ET109	SD1	1.00	0.00	0.00	1.00	44105.5783	Not under active recruitment
DOT	Electrical Engineer III	TR126	TF1	1.00	0.00	0.00	1.00	39901.3573	Not under active recruitment
DOT	Electrical Supervisor	SC135	UH1	1.00	0.00	0.00	1.00	39604.158	Recruitment Closed (HRM/Dept screening apps)
DOT	Electrician	TR128	IE1	1.00	0.00	0.00	1.00	39838.5655	Recruitment Open (application intake)
DOT	Electrician	TR128	IE1	1.00	0.00	0.00	1.00	39615.5083	Recruitment Open (application intake)
DOT	Electrician	TR128	IE1	1.00	0.00	0.00	1.00	39614.181	Recruitment Open (application intake)
DOT	Engineer, Assistant II (Office)	ET113	TF1	1.00	0.00	0.00	1.00	42388.23677	Recruitment Plan in Progress
DOT	Engineer, Assistant II (Office)	ET113	TF1	1.00	0.00	0.00	1.00	44115.40072	Recruitment Plan in Progress
DOT	Engineer, Assistant II (Office)	ET113	TF1	1.00	0.00	0.00	1.00	44112.43221	Recruitment Plan in Progress
DOT	Engineer, Assistant II (Office)	ET113	TF1	1.00	0.00	0.00	1.00	39884.36677	Recruitment Plan in Progress
DOT	Engineer, Assistant II (Office)	ET113	TF1	1.00	0.00	0.00	1.00	41659.41659	Recruitment Plan in Progress
DOT	Engineer, Assistant II (Office)	ET113	TF1	1.00	0.00	0.00	1.00	43218.43218	Recruitment Plan in Progress
DOT	Engineer, Assistant II (Office)	ET113	TF1	1.00	0.00	0.00	1.00	44111.23684	Recruitment Plan in Progress
DOT	Engineer, Assistant II (Office)	ET113	TF1	1.00	0.00	0.00	1.00	39549.32291	Recruitment Plan in Progress
DOT	Engineer, Assistant II (Office)	ET113	TF1	1.00	0.00	0.00	1.00	44109.40036	Recruitment Plan in Progress
DOT	Engineer, Assistant II (Office)	ET113	TF1	1.00	0.00	0.00	1.00	40047.40047	Recruitment Plan in Progress
DOT	Engineer, Assistant II (Office)	ET113	TF1	1.00	0.00	0.00	1.00	39574.36670	Recruitment Plan in Progress

Attachment A - FT PPT Vacancies as of 09.22.21

DEPT	JOB CLASSIFICATION TITLE	CLASS#	REP	FTE	FROZEN FTE	ENCUMBERED FTE	NON-ENCUMBERED FTE	POS#	STATUS OF VACANCY/REQ
DOT	Engineer, Assistant II (Office)	ET113	TF1	1.00	0.00	0.00	1.00	44108.40034	Recruitment Plan in Progress
DOT	Engineer, Assistant II (Office)	ET113	TF1	1.00	0.00	0.00	1.00	40077.40077	Recruitment Plan in Progress
DOT	Engineer, Civil (Field)	ET115	TF1	1.00	0.00	0.00	1.00	42214.42214	Recruitment Open (application intake)
DOT	Engineer, Civil (Office)	ET116	TF1	1.00	0.00	0.00	1.00	44330.44330	Recruitment Open (application intake)
DOT	Engineer, Civil Principal	ET117	UM1	1.00	0.00	0.00	1.00	39876.10910	Eligible List Referred to Dept
DOT	Engineer, Transportation	ET122	TF1	1.00	0.00	0.00	1.00	42222.42222	Eligible List Available
DOT	Engineer, Transportation	ET122	TF1	1.00	0.00	0.00	1.00	39897.6874	Eligible List Available
DOT	Heavy Equipment Operator	TR146	SB1	1.00	0.00	0.00	1.00	39929.526	Not under active recruitment
DOT	Heavy Equipment Operator	TR146	SB1	1.00	0.00	0.00	1.00	39928.3479	Not under active recruitment
DOT	Heavy Equipment Operator	TR146	SB1	1.00	0.00	0.00	1.00	39927.2900	Not under active recruitment
DOT	Manager, Transportation	MA164	UM1	1.00	0.00	0.00	1.00	44410.44410	Not under active recruitment
DOT	Parking Control Technician, PPT	TC134	SC1	0.85	0.00	0.00	0.85	39786.38677	Eligible List Available
DOT	Parking Control Technician, PPT	TC134	SC1	0.85	0.00	0.00	0.85	39792.4851	Eligible List Available
DOT	Parking Control Technician, PPT	TC134	SC1	0.85	0.00	0.00	0.85	39789.1138	Eligible List Available
DOT	Parking Enforcement Supervisor I	TR165	UH1	1.00	0.00	0.00	1.00	39826.25787	Eligible List Referred to Dept
DOT	Parking Meter Repair Worker	TR168	SB1	1.00	0.00	0.00	1.00	39642.3481	Requisition Pending Approval
DOT	Program Analyst II	AP293	TW1	1.00	0.00	1.00	0.00	40044.40044	Encumbered (TCSE/ELDE)
DOT	Program Analyst III	SC204	UM2	1.00	0.00	0.00	1.00	39510.34367	Recruitment Plan in Progress
DOT	Project Manager	EM216	UM2	1.00	0.00	0.00	1.00	42553.42553	Not under active recruitment
DOT	Public Works Maintenance Worker	TR174	SC1	1.00	0.00	0.00	1.00	44251.44251	Dept Interview Process
DOT	Public Works Maintenance Worker	TR174	SC1	1.00	0.00	0.00	1.00	44252.44252	Dept Interview Process
DOT	Public Works Maintenance Worker	TR174	SC1	1.00	0.00	0.00	1.00	39965.37523	Dept Interview Process
DOT	Public Works Maintenance Worker	TR174	SC1	1.00	0.00	0.00	1.00	39933.3487	Dept Interview Process
DOT	Public Works Maintenance Worker	TR174	SC1	1.00	0.00	0.00	1.00	39689.34477	Dept Interview Process
DOT	Public Works Maintenance Worker	TR174	SC1	1.00	0.00	0.00	1.00	39691.3486	Dept Interview Process
DOT	Public Works Maintenance Worker	TR174	SC1	1.00	0.00	0.00	1.00	44253.44253	Dept Interview Process
DOT	Public Works Supervisor I	SC206	UH1	1.00	0.00	0.00	1.00	39682.3469	Dept Interview Process
DOT	Public Works Supervisor II	SC207	UH1	1.00	0.00	0.00	1.00	40066.40066	Eligible List Available
DOT	Sign Shop Coordinator	TR213	SC1	1.00	0.00	0.00	1.00	43021.2675	Not under active recruitment
DOT	Street Maintenance Leader	TR180	SC1	1.00	0.00	0.00	1.00	44238.44238	Eligible List Referred to Dept
DOT	Street Maintenance Leader	TR180	SC1	1.00	0.00	0.00	1.00	39952.864	Eligible List Referred to Dept
DOT	Street Maintenance Leader	TR180	SC1	1.00	0.00	0.00	1.00	39943.1961	Eligible List Referred to Dept
DOT	Street Maintenance Leader	TR180	SC1	1.00	0.00	0.00	1.00	39950.5111	Eligible List Referred to Dept
DOT	Street Maintenance Leader	TR180	SC1	1.00	0.00	0.00	1.00	40071.40071	Eligible List Referred to Dept
DOT	Surveying Technician (Field)	ET132	SC1	1.00	0.00	0.00	1.00	39528.35917	Recruitment Plan in Progress
DOT	Traffic Painter	TR185	SB1	1.00	0.00	0.00	1.00	44240.44240	Requisition Pending Approval
DOT	Traffic Painter	TR185	SB1	1.00	0.00	0.00	1.00	44241.44241	Requisition Pending Approval
DOT	Transportation Planner II	AP454	TW1	1.00	0.00	0.00	1.00	44405.44405	Eligible List Referred to Dept
ITD	Application Developer III	AP336	TW1	1.00	0.00	1.00	0.00	42243.42243	Encumbered (TCSE/ELDE)
ITD	Director of Information Technology	EM238	UK1	1.00	0.00	0.00	1.00	34717.34717	Recruitment Plan in Progress
ITD	Information Systems Specialist II	AP243	TW1	1.00	0.00	0.00	1.00	43241.43241	HR Assessment & Scoring
ITD	Information Systems Specialist II	AP243	TW1	1.00	0.00	0.00	1.00	44377.44377	HR Assessment & Scoring
ITD	Information Systems Specialist II	AP243	TW1	1.00	0.00	0.00	1.00	44376.44376	HR Assessment & Scoring
ITD	Information Systems Specialist II	AP243	TW1	1.00	0.00	0.00	1.00	28205.17422	HR Assessment & Scoring
ITD	Information Systems Specialist II	AP243	TW1	1.00	0.00	0.00	1.00	39704.21433	Recruitment Closed (HRM/Dept screening apps)
ITD	Management Assistant	AP235	UM2	1.00	0.00	0.00	1.00	41796.41796	On Hold (by Dept)
ITD	Spatial Data Analyst III	AP327	TW1	1.00	0.00	0.00	1.00	31236.17209	HR Assessment & Scoring
ITD	Spatial Data Analyst III	AP327	TW1	1.00	0.00	0.00	1.00	31235.17208	HR Assessment & Scoring
OPR&YD	Facility Manager	MA142	UM2	1.00	0.00	0.00	1.00	38393.21960	On Hold (Job spec revisions)
OPR&YD	Facility Security Assistant	PS120	SC1	1.00	0.00	0.00	1.00	42357.42357	Eligible List Available
OPR&YD	Management Assistant	AP235	UM2	1.00	0.00	0.00	1.00	42246.42246	Dept Interview Process

Attachment A - FT PPT Vacancies as of 09.22.21

DEPT	JOB CLASSIFICATION TITLE	CLASS#	REP	FTE	FROZEN FTE	ENCUMBERED FTE	NON-ENCUMBERED FTE	POS#	STATUS OF VACANCY/REQ
OPR&YD	Office Assistant II	SS153	SD1	1.00	0.00	0.00	1.00	37978.37978	Not under active recruitment
OPR&YD	Public Service Representative	SS169	SD1	1.00	0.00	0.00	1.00	43225.43225	Recruitment Closed (HRM/Dept screening apps)
OPR&YD	Public Service Representative, PPT	SS196	SD1	1.00	0.00	0.00	1.00	27471.27471	Recruitment Closed (HRM/Dept screening apps)
OPR&YD	Recreation Center Director	PP131	SC1	1.00	0.00	0.00	1.00	44254.44254	Requisition Pending Approval
OPR&YD	Recreation Center Director	PP131	SC1	1.00	0.00	0.00	1.00	44255.44255	Requisition Pending Approval
OPR&YD	Recreation General Supervisor	MA139	UM2	1.00	0.00	0.00	1.00	40082.40082	Dept Interview Process
OPR&YD	Recreation Leader II, PPT	PP133	SC1	0.75	0.00	0.00	0.75	39330.11011	Requisition Pending Approval
OPR&YD	Recreation Leader II, PPT	PP133	SC1	0.75	0.00	0.00	0.75	39912.30345	Requisition Pending Approval
OPR&YD	Recreation Leader II, PPT	PP133	SC1	0.75	0.00	0.00	0.75	26541.26541	Requisition Pending Approval
OPR&YD	Recreation Leader II, PPT	PP133	SC1	0.75	0.00	0.00	0.75	38751.33620	On Hold (by Dept)
OPR&YD	Recreation Leader II, PPT	PP133	SC1	0.75	0.00	0.00	0.75	40086.40086	Requisition Pending Approval
OPR&YD	Recreation Leader II, PPT	PP133	SC1	0.75	0.00	0.00	0.75	40089.40089	Requisition Pending Approval
OPR&YD	Recreation Leader II, PPT	PP133	SC1	0.75	0.00	0.00	0.75	40088.40088	Requisition Pending Approval
OPR&YD	Recreation Leader II, PPT	PP133	SC1	0.75	0.00	0.00	0.75	32875.32875	Requisition Pending Approval
OPR&YD	Recreation Program Director	PP135	SC1	1.00	0.00	0.00	1.00	32877.32204	Dept Interview Process
OPR&YD	Recreation Program Director	PP135	SC1	1.00	0.00	0.00	1.00	42358.42358	Dept Interview Process
OPR&YD	Recreation Program Director	PP135	SC1	1.00	0.00	0.00	1.00	41602.26430	Dept Interview Process
OPR&YD	Recreation Program Director	PP135	SC1	1.00	0.00	0.00	1.00	42244.42244	Dept Interview Process
OPR&YD	Recreation Program Director	PP135	SC1	1.00	0.00	0.00	1.00	27397.18762	Dept Interview Process
OPR&YD	Recreation Program Director	PP135	SC1	1.00	0.00	0.00	1.00	32689.32193	Dept Interview Process
OPR&YD	Recreation Program Director	PP135	SC1	1.00	0.00	0.00	1.00	42356.42356	Dept Interview Process
OPR&YD	Recreation Program Director	PP135	SC1	1.00	0.00	0.00	1.00	42245.42245	Dept Interview Process
OPR&YD	Recreation Specialist II, PPT	PP138	SC1	1.00	0.00	0.00	1.00	26219.26219	On Hold (Job spec revisions)
OPR&YD	Recreation Supervisor	SC209	UH1	1.00	0.00	0.00	1.00	32861.28335	On Hold (by Dept)
OPR&YD	Van Driver, PPT	TR211	SC1	0.75	0.00	0.00	0.75	43085.40510	Recruitment Open (application intake)
OPR&YD	Van Driver, PPT	TR211	SC1	0.75	0.00	0.00	0.75	44120.40511	On Hold (by Dept)
LIBRARY	Account Clerk II	AF020	SD1	1.00	0.00	0.00	1.00	22578.22578	Not under active recruitment
LIBRARY	Account Clerk III	AF030	UH1	1.00	0.00	0.00	1.00	43227.43227	Not under active recruitment
LIBRARY	Archivist	SC256	TW1	1.00	0.00	0.00	1.00	33057.33057	On Hold (Job spec revisions)
LIBRARY	Graphic Design Specialist	AP191	TW1	1.00	0.00	0.00	1.00	44334.44334	Recruitment Plan in Progress
LIBRARY	Librarian I	AP214	SD1	1.00	0.00	0.00	1.00	32338.32338	Recruitment Plan in Progress
LIBRARY	Librarian I	AP214	SD1	1.00	0.00	0.00	1.00	43147.1586	Recruitment Plan in Progress
LIBRARY	Librarian I	AP214	SD1	1.00	0.00	0.00	1.00	32824.22585	Recruitment Plan in Progress
LIBRARY	Librarian I	AP214	SD1	1.00	0.00	0.00	1.00	22037.3753	Eligible List Available
LIBRARY	Librarian I	AP214	SD1	1.00	0.00	0.00	1.00	41792.41792	Recruitment Plan in Progress
LIBRARY	Librarian I	AP214	SD1	1.00	0.00	0.00	1.00	43062.30992	Recruitment Plan in Progress
LIBRARY	Librarian I, PPT	AP215	SD1	0.60	0.00	0.00	0.60	41699.41388	Eligible List Available
LIBRARY	Librarian II	AP217	SD1	1.00	0.00	0.00	1.00	5255.5255	Not under active recruitment
LIBRARY	Librarian, Senior, PPT	AP228	SD1	0.60	0.00	0.60	0.00	41791.41791	Encumbered (Part-Time)
LIBRARY	Library Aide	AP221	SD1	1.00	0.00	0.00	1.00	41420.41420	Recruitment Plan in Progress
LIBRARY	Library Aide, PPT	AP222	SD1	0.60	0.00	0.00	0.60	34896.34896	Recruitment Plan in Progress
LIBRARY	Library Aide, PPT	AP222	SD1	0.60	0.00	0.00	0.60	32818.15436	Recruitment Plan in Progress
LIBRARY	Library Aide, PPT	AP222	SD1	0.60	0.00	0.00	0.60	43057.41382	Recruitment Plan in Progress
LIBRARY	Library Aide, PPT	AP222	SD1	0.60	0.00	0.00	0.60	15441.15441	Recruitment Plan in Progress
LIBRARY	Library Aide, PPT	AP222	SD1	0.60	0.00	0.00	0.60	41413.41413	Recruitment Plan in Progress
LIBRARY	Library Aide, PPT	AP222	SD1	0.60	0.00	0.00	0.60	41697.41385	Recruitment Plan in Progress
LIBRARY	Library Aide, PPT	AP222	SD1	0.60	0.00	0.00	0.60	15450.15450	Recruitment Plan in Progress
LIBRARY	Library Assistant, PPT	AP227	SD1	0.60	0.00	0.00	0.60	28418.5244	On Hold (Job spec revisions)
LIBRARY	Museum Guard	PS155	SC1	1.00	0.00	0.00	1.00	32636.348	On Hold (Job spec revisions)
LIBRARY	Museum Guard	PS155	SC1	1.00	0.00	0.00	1.00	32638.516	On Hold (Job spec revisions)
LIBRARY	Office Assistant I	SS150	SD1	1.00	0.00	0.00	1.00	28492.28492	On Hold (by Dept)

Attachment A - FT PPT Vacancies as of 09.22.21

DEPT	JOB CLASSIFICATION TITLE	CLASS#	REP	FTE	FROZEN FTE	ENCUMBERED FTE	NON-ENCUMBERED FTE	POS#	STATUS OF VACANCY/REQ
LIBRARY	Public Information Officer II	AP299	TW1	1.00	0.00	0.00	1.00	40282.40282	Dept Interview Process
LIBRARY	Web Specialist	AP398	TW1	1.00	0.00	0.00	1.00	43644.43644	Recruitment Plan in Progress
ANIMAL SERVS	Animal Care Services Supervisor	SC263	UH1	1.00	0.00	0.00	1.00	44407.44407	Recruitment Plan in Progress
ANIMAL SERVS	Animal Control Officer, PPT	PS195	SC1	0.50	0.00	0.00	0.50	44160.35033	Not under active recruitment
ANIMAL SERVS	Animal Control Supervisor	SC103	UH1	1.00	0.00	0.00	1.00	43997.11705	Dept Interview Process
ANIMAL SERVS	Public Service Representative	SS169	SD1	1.00	0.00	0.00	1.00	44001.41466	Recruitment Closed (HRM/Dept screening apps)
ANIMAL SERVS	Public Service Representative, PPT	SS196	SD1	0.50	0.00	0.00	0.50	44002.37511	Not under active recruitment
ANIMAL SERVS	Registered Veterinary Technician	TC144	SD1	1.00	0.00	0.00	1.00	44003.25842	Dept Interview Process
ANIMAL SERVS	Registered Veterinary Technician	TC144	SD1	1.00	0.00	0.00	1.00	44246.44246	Dept Interview Process
ANIMAL SERVS	Veterinarian	AP401	UM2	1.00	0.00	0.00	1.00	44245.44245	Recruitment Plan in Progress
RACE & EQUITY	Program Analyst III	SC204	UM2	1.00	0.00	0.00	1.00	43229.43229	Not under active recruitment
POLICE COMM	Complaint Investigator II	AP146	TW1	1.00	0.00	0.00	1.00	39436.10027	Requisition Pending Approval
POLICE COMM	Deputy City Attorney IV, Senior	MA117	TM1	1.00	0.00	0.00	1.00	44328.44328	On Hold (Job spec revisions)
POLICE COMM	Executive Director CPRA	EM229	UK1	1.00	0.00	0.00	1.00	42249.42249	Dept Interview Process
POLICE COMM	Police Program & Performance Audit Sup	AP291	UM2	1.00	0.00	0.00	1.00	44205.44205	Not under active recruitment
POLICE COMM	Project Manager II	EM211	UM2	1.00	0.00	1.00	0.00	44216.44216	Encumbered (TCSE/ELDE)
POLICE COMM	Project Manager II	EM211	UM2	1.00	0.00	1.00	0.00	43416.43416	Encumbered (TCSE/ELDE)
DWES	Administrative Analyst II	AP106	TW1	1.00	0.00	0.00	1.00	43309.42199	Requisition Pending Approval
DWES	Contract Compliance Officer	AP153	TW1	1.00	0.00	0.00	1.00	44315.44315	Requisition Pending Approval
DWES	Contract Compliance Officer	AP153	TW1	1.00	0.00	0.00	1.00	44314.44314	Requisition Pending Approval
DWES	Contract Compliance Officer	AP153	TW1	1.00	0.00	0.00	1.00	44313.44313	Requisition Pending Approval
DWES	Contract Compliance Officer, Assistant	AP152	TW1	1.00	0.00	0.00	1.00	43314.27717	Requisition Pending Approval
DWES	Contract Compliance Officer, Sr.	AP369	TW1	1.00	0.00	0.00	1.00	44412.44412	Requisition Pending Approval
DWES	Enforcement Chief, Public Ethics Comm	EM262	U31	1.00	0.00	0.00	1.00	43244.43244	Requisition Pending Approval
DWES	Office Assistant II	SS153	SD1	1.00	0.00	0.00	1.00	43308.42200	Not under active recruitment
DWES	Receptionist	SS170	SD1	1.00	0.00	0.00	1.00	44015.21869	Not under active recruitment
VIOLENCE PREV	Accountant II	AF021	SD1	1.00	0.00	0.00	1.00	44479.44479	Dept Interview Process
VIOLENCE PREV	Administrative Analyst II	AP106	TW1	1.00	0.00	0.00	1.00	44480.44480	Dept Interview Process
VIOLENCE PREV	Case Manager I	AP126	TW1	1.00	0.00	0.00	1.00	44481.44481	Dept Interview Process
VIOLENCE PREV	Case Manager I	AP126	TW1	1.00	0.00	0.00	1.00	44485.44485	Dept Interview Process
VIOLENCE PREV	Case Manager I	AP126	TW1	1.00	0.00	0.00	1.00	44484.44484	Dept Interview Process
VIOLENCE PREV	Case Manager I	AP126	TW1	1.00	0.00	0.00	1.00	44483.44483	Dept Interview Process
VIOLENCE PREV	Case Manager I	AP126	TW1	1.00	0.00	0.00	1.00	44482.44482	Dept Interview Process
VIOLENCE PREV	Case Manager I	AP126	TW1	1.00	0.00	0.00	1.00	44492.44492	Dept Interview Process
VIOLENCE PREV	Case Manager I	AP126	TW1	1.00	0.00	0.00	1.00	43323.35990	Dept Interview Process
VIOLENCE PREV	Case Manager II	AP127	TW1	1.00	0.00	0.00	1.00	44486.44486	Not under active recruitment
VIOLENCE PREV	Case Manager, Supervising	SC113	UH1	1.00	0.00	0.00	1.00	44487.44487	Not under active recruitment
VIOLENCE PREV	Health & Human Services Program Planne	AP196	UM2	1.00	0.00	0.00	1.00	44374.44374	On Hold (by Dept)
VIOLENCE PREV	Program Analyst II	AP293	TW1	1.00	0.00	0.00	1.00	44488.44488	Dept Interview Process
VIOLENCE PREV	Program Analyst II	AP293	TW1	1.00	0.00	0.00	1.00	44493.44493	Not under active recruitment
VIOLENCE PREV	Program Analyst III	SC204	UM2	1.00	0.00	0.00	1.00	44212.44212	Not under active recruitment
VIOLENCE PREV	Public Information Officer III	AP302	TW1	1.00	0.00	0.00	1.00	44490.44490	Approved (pending HR assignment)
HSD	Accountant III	AF031	UH1	1.00	0.00	0.00	1.00	37738.27539	Recruitment Plan in Progress
HSD	Case Manager I	AP126	TW1	1.00	0.00	0.00	1.00	44302.44302	Dept Interview Process
HSD	Case Manager I	AP126	TW1	1.00	0.00	0.00	1.00	44303.44303	Dept Interview Process
HSD	Nurse Case Manager	AP263	TW1	1.00	0.00	0.00	1.00	212.212	Approved (pending HR assignment)
HSD	Nurse Case Manager	AP263	TW1	1.00	0.00	0.00	1.00	44384.44384	Approved (pending HR assignment)
HSD	Program Analyst II	AP293	TW1	1.00	0.00	0.00	1.00	44211.44211	Not under active recruitment
HSD	Senior Center Director	PP143	UH1	1.00	0.00	0.00	1.00	17605.5272	HR Assessment & Scoring
HSD	Senior Center Director	PP143	UH1	1.00	0.00	0.00	1.00	320.320	HR Assessment & Scoring
HSD	Senior Services Program Assistant	PP144	TW1	1.00	0.00	0.00	1.00	44231.44231	On Hold (Job spec revisions)

Attachment A - FT PPT Vacancies as of 09.22.21

DEPT	JOB CLASSIFICATION TITLE	CLASS#	REP	FTE	FROZEN FTE	ENCUMBERED FTE	NON-ENCUMBERED FTE	POS#	STATUS OF VACANCY/REQ
PBD	Account Clerk III	AF030	UH1	1.00	0.00	0.00	1.00	43234.43234	HR Assessment & Scoring
PBD	Administrative Services Manager II	EM100	UM2	1.00	0.00	0.00	1.00	42555.42555	Dept Interview Process
PBD	Business Analyst II	AP117	TW1	1.00	0.00	0.00	1.00	44285.44285	Requisition Pending Approval
PBD	Deputy Director/Building Official	EM143	UM1	1.00	0.00	0.00	1.00	33780.33640	Recruitment Plan in Progress
PBD	Engineer, Assistant II (Office)	ET113	TF1	1.00	0.00	0.00	1.00	42332.42332	Requisition Pending Approval
PBD	Engineer, Assistant II (Office)	ET113	TF1	1.00	0.00	0.00	1.00	44425.44425	Requisition Pending Approval
PBD	Engineer, Assistant II (Office)	ET113	TF1	1.00	0.00	0.00	1.00	44424.44424	Requisition Pending Approval
PBD	Engineer, Assistant II (Office)	ET113	TF1	1.00	0.00	0.00	1.00	39917.38289	Requisition Pending Approval
PBD	Engineer, Civil (Office)	ET116	TF1	1.00	0.00	0.00	1.00	33208.5301	Dept Interview Process
PBD	Engineer, Civil Principal	ET117	UM1	1.00	0.00	0.00	1.00	41267.17456	Dept Interview Process
PBD	Office Assistant II	SS153	SD1	1.00	0.00	0.00	1.00	41266.40120	Dept Interview Process
PBD	Permit Technician I	ET130	SD1	1.00	0.00	0.00	1.00	40121.40121	Dept Interview Process
PBD	Permit Technician I	ET130	SD1	1.00	0.00	0.00	1.00	37816.37816	Dept Interview Process
PBD	Permit Technician I	ET130	SD1	1.00	0.00	0.00	1.00	42312.42312	Dept Interview Process
PBD	Permit Technician II	ET131	SD1	1.00	0.00	0.00	1.00	33198.3406	On Hold (by Dept)
PBD	Permit Technician II	ET131	SD1	1.00	0.00	0.00	1.00	41449.41449	On Hold (by Dept)
PBD	Planner I	AP269	TW1	1.00	0.00	0.00	1.00	40111.40111	On Hold (by Dept)
PBD	Planner II	AP272	TW1	1.00	0.00	0.00	1.00	33176.26681	On Hold (by Dept)
PBD	Planner II	AP272	TW1	1.00	0.00	0.00	1.00	40115.40115	On Hold (by Dept)
PBD	Planner III	AP274	TW1	1.00	0.00	0.00	1.00	33184.7072	On Hold (by Dept)
PBD	Planner III	AP274	TW1	1.00	0.00	0.00	1.00	44422.44422	On Hold (by Dept)
PBD	Planner III	AP274	TW1	1.00	0.00	0.00	1.00	34636.22521	On Hold (by Dept)
PBD	Planner IV	AP277	TW1	1.00	0.00	0.00	1.00	44419.44419	Dept Interview Process
PBD	Planner IV	AP277	TW1	1.00	0.00	0.00	1.00	44473.44473	Dept Interview Process
PBD	Planner IV	AP277	TW1	1.00	0.00	0.00	1.00	44421.44421	Dept Interview Process
PBD	Planning Investigator	AP282	SD1	1.00	0.00	0.00	1.00	42396.38290	Requisition Pending Approval
PBD	Process Coordinator II	AP290	SD1	1.00	0.00	0.00	1.00	42392.36646	Recruitment Plan in Progress
PBD	Process Coordinator II	AP290	SD1	1.00	0.00	0.00	1.00	42188.1527	Recruitment Plan in Progress
PBD	Program Analyst III	SC204	UM2	1.00	0.00	0.00	1.00	43235.43235	On Hold (by Dept)
PBD	Public Service Representative	SS169	SD1	1.00	0.00	0.00	1.00	44420.44420	HR Assessment & Scoring
PBD	Public Service Representative	SS169	SD1	1.00	0.00	0.00	1.00	33271.28054	Dept Interview Process
PBD	Specialty Combination Inspector	IS119	SC1	1.00	0.00	0.00	1.00	44131.5627	On Hold (by Dept)
PBD	Specialty Combination Inspector	IS119	SC1	1.00	0.00	0.00	1.00	42129.34685	On Hold (by Dept)
PBD	Specialty Combination Inspector	IS119	SC1	1.00	0.00	0.00	1.00	41450.41450	On Hold (by Dept)
PBD	Specialty Combination Inspector	IS119	SC1	1.00	0.00	0.00	1.00	42126.39052	On Hold (by Dept)
PBD	Specialty Combination Inspector	IS119	SC1	1.00	0.00	0.00	1.00	42134.1264	On Hold (by Dept)
PBD	Specialty Combination Inspector	IS119	SC1	1.00	0.00	0.00	1.00	43906.42314	On Hold (by Dept)
PBD	Specialty Combination Inspector	IS119	SC1	1.00	0.00	0.00	1.00	42335.42335	On Hold (by Dept)
PBD	Specialty Combination Inspector	IS119	SC1	1.00	0.00	0.00	1.00	39761.2980	On Hold (by Dept)
PBD	Specialty Combination Inspector	IS119	SC1	1.00	0.00	0.00	1.00	41456.41456	On Hold (by Dept)
PBD	Specialty Combination Inspector, Senior	IS120	SC1	1.00	0.00	0.00	1.00	41785.41785	Dept Interview Process
PBD	Specialty Combination Inspector, Senior	IS120	SC1	1.00	0.00	0.00	1.00	39921.32359	Dept Interview Process
PBD	Specialty Combination Inspector, Senior	IS120	SC1	1.00	0.00	0.00	1.00	44423.44423	Dept Interview Process
EWD	Accountant II	AF021	SD1	1.00	0.00	0.00	1.00	42924.40589	Not under active recruitment
EWD	Management Assistant	AP235	UM2	1.00	0.00	0.00	1.00	44468.44468	Not under active recruitment
EWD	Municipal Code Enforcement Officer	AF060	SD1	1.00	0.00	0.00	1.00	44411.44411	Not under active recruitment
EWD	Office Assistant II	SS153	SD1	1.00	0.00	0.00	1.00	35731.1393	Not under active recruitment
EWD	Program Analyst III	SC204	UM2	1.00	0.00	0.00	1.00	35763.33784	Requisition Pending Approval
EWD	Urban Economic Analyst II	AP346	TW1	1.00	0.00	0.00	1.00	41532.30051	Requisition Pending Approval
EWD	Urban Economic Analyst IV, Projects PPT	AP452	TW1	0.60	0.00	0.60	0.00	42196.38638	Encumbered (TCSE/ELDE)
HCD	Accountant III	AF031	UH1	1.00	0.00	0.00	1.00	44282.44282	Recruitment Plan in Progress

Attachment A - FT PPT Vacancies as of 09.22.21

DEPT	JOB CLASSIFICATION TITLE	CLASS#	REP	FTE	FROZEN FTE	ENCUMBERED FTE	NON-ENCUMBERED FTE	POS#	STATUS OF VACANCY/REQ
HCD	Administrative Assistant II	SS104	TW1	1.00	0.00	0.00	1.00	33340.19953	Dept Interview Process
HCD	Deputy Director, Housing	EM140	UM1	1.00	0.00	0.00	1.00	40598.40598	Recruitment Plan in Progress
HCD	Deputy Director, Housing	EM140	UM1	1.00	0.00	0.00	1.00	44329.44329	Recruitment Plan in Progress
HCD	Housing Development Coordinator I	AP449	TW1	1.00	0.00	0.00	1.00	38447.38447	Dept Interview Process
HCD	Housing Development Coordinator III	AP199	TW1	1.00	0.00	0.00	1.00	40136.40136	Dept Interview Process
HCD	Loan Servicing Specialist	AP234	TW1	1.00	0.00	0.00	1.00	41271.3801	Approved (pending HR assignment)
HCD	Office Assistant II	SS153	SD1	1.00	0.00	0.00	1.00	41269.17516	Not under active recruitment
HCD	Program Analyst I	AP292	TW1	1.00	0.00	0.00	1.00	43333.19237	Recruitment Plan in Progress
HCD	Program Analyst III	SC204	UM2	1.00	0.00	0.00	1.00	33296.31613	Recruitment Plan in Progress
HCD	Project Manager	EM216	UM2	1.00	0.00	1.00	0.00	44213.44213	Encumbered (TCSE/ELDE)
HCD	Project Manager	EM216	UM2	1.00	0.00	1.00	0.00	44215.44215	Encumbered (TCSE/ELDE)
HCD	Project Manager	EM216	UM2	1.00	0.00	1.00	0.00	44214.44214	Encumbered (TCSE/ELDE)
HCD	Rehabilitation Advisor I	AP312	TW1	1.00	0.00	0.00	1.00	40559.40559	On Hold (by Dept)
HCD	Rehabilitation Advisor III	AP314	TW1	1.00	0.00	0.00	1.00	33333.28065	Dept Interview Process
HCD	Rent Adjustment Program Manager, Asst	AP458	UM2	1.00	0.00	0.00	1.00	43403.43403	Dept Interview Process

Grand Total

584.25

0.00

18.20

566.05

DEPT	JOB CLASSIFICATION TITLE	FTE	POS#	STATUS OF VACANCY/REQ
CAO	Administrative Assistant I	1.00	44268	Not under active recruitment
CAO	Assistant to the City Administrator	1.00	44275	Job Filled
CAO	City Administrator Analyst	1.00	44308	Not under active recruitment
CAO	Program Analyst I	1.00	44207	Not under active recruitment
CAO	Public Service Representative, PT	0.50	44218	Dept Interview Process
CAO	Public Service Representative, PT	0.50	44219	Dept Interview Process
CAO	Public Service Representative, PT	0.50	44247	Dept Interview Process
CAO Total		5.50		
City Clerk	Administrative Analyst I	1.00	44284	Not under active recruitment
City Clerk	Management Assistant	1.00	44379	Recruitment Closed (HRM/Dept screening apps)
City Clerk Total		2.00		
City Attorney	Deputy City Attorney III	1.00	44326	Job Filled
City Attorney	Deputy City Attorney IV, Senior	1.00	44327	Recruitment Open (application intake)
City Attorney Total		2.00		
HRM	Human Resource Analyst (CONF)	1.00	44375	Dept Interview Process
HRM	Management Assistant	1.00	44362	Job Filled
HRM Total		2.00		
Finance	Collections Officer	1.00	44309	On Hold (by Dept)
Finance	Treasury Administrator	1.00	44244	Not under active recruitment
Finance Total		2.00		
Police	Account Clerk II	1.00	44280	Job Filled
Police	Account Clerk II	1.00	44281	Job Filled
Police	Administrative Assistant II	1.00	44270	Dept Interview Process
Police	Business Analyst III	1.00	44286	Job Filled
Police	Crime Analyst	1.00	44316	Eligible List Referred to Dept
Police	Crime Analyst	1.00	44317	Eligible List Referred to Dept
Police	Crime Analyst	1.00	44318	Eligible List Referred to Dept
Police	Crime Analyst	1.00	44319	Eligible List Referred to Dept
Police	Criminalist II	1.00	44320	Recruitment Plan in Progress
Police	Criminalist II	1.00	44321	Recruitment Plan in Progress
Police	Criminalist III	1.00	44322	Recruitment Plan in Progress
Police	Latent Print Examiner II	1.00	44378	Dept Interview Process
Police	Payroll Personnel Clerk III	1.00	44387	Job Filled
Police	Police Communications Dispatcher, Senior	1.00	44406	Not under active recruitment
Police	Police Communications Dispatcher, Senior	1.00	44408	Not under active recruitment
Police	Police Communications Dispatcher	1.00	44391	Dept Interview Process
Police	Police Communications Dispatcher	1.00	44392	Dept Interview Process
Police	Police Communications Dispatcher	1.00	44393	Dept Interview Process
Police	Police Communications Dispatcher	1.00	44394	Dept Interview Process
Police	Police Communications Dispatcher	1.00	44395	Dept Interview Process
Police	Police Communications Dispatcher	1.00	44396	Dept Interview Process
Police	Police Evidence Technician	1.00	44397	Dept Interview Process
Police	Police Officer (PERS)	1.00	44176	Recruitment Open (application intake)
Police	Police Officer (PERS)	1.00	44177	Recruitment Open (application intake)
Police	Police Officer (PERS)	1.00	44178	Recruitment Open (application intake)
Police	Police Officer (PERS)	1.00	44179	Recruitment Open (application intake)
Police	Police Officer (PERS)	1.00	44180	Recruitment Open (application intake)
Police	Police Officer (PERS)	1.00	44181	Recruitment Open (application intake)
Police	Police Officer (PERS)	1.00	44182	Recruitment Open (application intake)
Police	Police Officer (PERS)	1.00	44183	Recruitment Open (application intake)
Police	Police Officer (PERS)	1.00	44184	Recruitment Open (application intake)
Police	Police Officer (PERS)	1.00	44185	Recruitment Open (application intake)
Police	Police Officer (PERS)	1.00	44186	Recruitment Open (application intake)
Police	Police Officer (PERS)	1.00	44187	Recruitment Open (application intake)

DEPT	JOB CLASSIFICATION TITLE	FTE	POS#	STATUS OF VACANCY/REQ
Police	Police Officer (PERS)	1.00	44188	Recruitment Open (application intake)
Police	Police Officer (PERS)	1.00	44189	Recruitment Open (application intake)
Police	Police Officer (PERS)	1.00	44190	Recruitment Open (application intake)
Police	Police Officer (PERS)	1.00	44191	Recruitment Open (application intake)
Police	Police Officer (PERS)	1.00	44192	Recruitment Open (application intake)
Police	Police Officer (PERS)	1.00	44193	Recruitment Open (application intake)
Police	Police Officer (PERS)	1.00	44194	Recruitment Open (application intake)
Police	Police Officer (PERS)	1.00	44195	Recruitment Open (application intake)
Police	Police Officer (PERS)	1.00	44196	Recruitment Open (application intake)
Police	Police Officer (PERS)	1.00	44197	Recruitment Open (application intake)
Police	Police Officer (PERS)	1.00	44198	Recruitment Open (application intake)
Police	Police Officer (PERS)	1.00	44199	Recruitment Open (application intake)
Police	Police Officer (PERS)	1.00	44200	Recruitment Open (application intake)
Police	Police Officer (PERS)	1.00	44201	Recruitment Open (application intake)
Police	Police Officer (PERS)	1.00	44202	Recruitment Open (application intake)
Police	Police Officer (PERS)	1.00	44203	Recruitment Open (application intake)
Police	Police Officer (PERS)	1.00	44398	Recruitment Open (application intake)
Police	Police Officer (PERS)	1.00	44399	Recruitment Open (application intake)
Police	Police Officer (PERS)	1.00	44400	Recruitment Open (application intake)
Police	Police Officer (PERS)	1.00	44401	Recruitment Open (application intake)
Police	Police Services Manager I	1.00	44206	Encumbered (TCSE/ELDE)
Police	Sergeant of Police (PERS)	1.00	44233	Job Filled
Police	Sergeant of Police (PERS)	1.00	44234	Job Filled
Police	Sergeant of Police (PERS)	1.00	44235	Job Filled
Police	Sergeant of Police (PERS)	1.00	44236	Job Filled
Police Total		59.00		
Fire	Administrative Services Manager II	1.00	44272	Dept Interview Process
Fire	Battalion Chief	1.00	44276	Encumbered (Other - Specify)
Fire	Fire Inspection Supervisor	1.00	44409	Dept Interview Process
Fire	Student Trainee, PT	2.00	44239	Encumbered (Part-Time)
Fire Total		5.00		
OPW	Administrative Assistant II	1.00	44269	Dept Interview Process
OPW	Custodian	1.00	44323	Dept Interview Process
OPW	Custodian	1.00	44324	Dept Interview Process
OPW	Custodian	1.00	44325	Dept Interview Process
OPW	Environmental Enforcement Officer	1.00	44331	Dept Interview Process
OPW	Environmental Enforcement Officer	1.00	44332	Dept Interview Process
OPW	Manager, Capital Contracts	1.00	44380	Dept Interview Process
OPW	Manager, Capital Improvement Program	1.00	44381	Dept Interview Process
OPW	Painter	1.00	44385	Recruitment Plan in Progress
OPW	Park Supervisor II	1.00	44386	Dept Interview Process
OPW	Public Works Maintenance Worker	1.00	44248	Dept Interview Process
OPW	Public Works Maintenance Worker	1.00	44249	Dept Interview Process
OPW	Public Works Maintenance Worker	1.00	44250	Dept Interview Process
OPW	Street Maintenance Leader	1.00	44237	Dept Interview Process
OPW Total		14.00		
DOT	Administrative Analyst II	1.00	44267	Eligible List Available
DOT	Assistant Director, Public Works Agency	1.00	44274	Recruitment Open (application intake)
DOT	Concrete Finisher	1.00	44310	Not under active recruitment
DOT	Concrete Finisher	1.00	44311	Not under active recruitment
DOT	Construction Inspector (Field)	1.00	44312	Not under active recruitment
DOT	Engineer, Civil (Office)	1.00	44330	Recruitment Open (application intake)
DOT	Manager, Transportation	1.00	44410	Not under active recruitment
DOT	Public Works Maintenance Worker	1.00	44251	Dept Interview Process

DEPT	JOB CLASSIFICATION TITLE	FTE	POS#	STATUS OF VACANCY/REQ
DOT	Public Works Maintenance Worker	1.00	44252	Dept Interview Process
DOT	Public Works Maintenance Worker	1.00	44253	Dept Interview Process
DOT	Street Maintenance Leader	1.00	44238	Eligible List Referred to Dept
DOT	Traffic Painter	1.00	44240	Requisition Pending Approval
DOT	Traffic Painter	1.00	44241	Requisition Pending Approval
DOT	Transportation Planner II	1.00	44404	Encumbered (Underfill)
DOT	Transportation Planner II	1.00	44405	Eligible List Referred to Dept
DOT Total		15.00		
ITD	Information Systems Specialist II	1.00	44376	HR Assessment & Scoring
ITD	Information Systems Specialist II	1.00	44377	HR Assessment & Scoring
ITD	Project Manager III	1.00	44217	Job Filled
ITD Total		3.00		
OPR&YD	Facility Security Assistant, PT	5.00	44333	Requisition Pending Approval
OPR&YD	Recreation Center Director	1.00	44254	Requisition Pending Approval
OPR&YD	Recreation Center Director	1.00	44255	Requisition Pending Approval
OPR&YD Total		7.00		
Library	Business Analyst II	1.00	44278	Job Filled
Library	Graphic Design Specialist	1.00	44334	Recruitment Plan in Progress
Library Total		2.00		
Animal Services	Animal Care Services Supervisor	1.00	44407	Recruitment Plan in Progress
Animal Services	Registered Veterinary Technician	1.00	44246	Dept Interview Process
Animal Services	Veterinarian	1.00	44245	Recruitment Plan in Progress
OAS Total		3.00		
Police Comm	Deputy City Attorney IV, Senior	1.00	44328	On Hold (Job spec revisions)
Police Comm	Police Program & Performance Audit Sup	1.00	44205	Not under active recruitment
Police Comm	Project Manager II	1.00	44216	Encumbered (TCSE/ELDE)
Police Comm Total		3.00		
DWES	Contract Compliance Officer	1.00	44313	Requisition Pending Approval
DWES	Contract Compliance Officer	1.00	44314	Requisition Pending Approval
DWES	Contract Compliance Officer	1.00	44315	Requisition Pending Approval
DWES	Contract Compliance Officer, Sr	1.00	44412	Requisition Pending Approval
DWES Total		4.00		
Violence Prev	Budget & Grants Administrator	1.00	44277	Job Offer Extended
Violence Prev	Health & Human Services Program Planner	1.00	44374	On Hold (by Dept)
Violence Prev	Program Analyst III	1.00	44212	Not under active recruitment
Violence Prev Total		3.00		
HSD	Administrative Assistant I, PT	0.50	44283	Encumbered (Part-Time)
HSD	Case Manager I	1.00	44287	Job Filled
HSD	Health & Human Services Program Planner	1.00	44371	On Hold (by Dept)
HSD	Health & Human Services Program Planner	1.00	44372	On Hold (by Dept)
HSD	Health & Human Services Program Planner	1.00	44373	On Hold (by Dept)
HSD	Management Intern, PT	0.50	44363	Dept Interview Process
HSD	Nurse Case Manager	1.00	44384	Approved (pending HR assignment)
HSD	Police Personnel Oper Specialist	1.00	44204	On Hold (by Dept)
HSD	Program Analyst II	1.00	44211	Not under active recruitment
HSD	Safety & Loss Control Specialist	1.00	44230	On Hold (by Dept)
HSD	Senior Services Program Assistant	1.00	44231	On Hold (Job spec revisions)
HSD	Senior Services Program Assistant	1.00	44232	On Hold (by Dept)
HSD Total		11.00		
PBD	Business Analyst II	1.00	44285	Requisition Pending Approval
PBD Total		1.00		
EWD	Municipal Code Enforcement Officer	1.00	44411	Not under active recruitment
EWD	Permit Technician I	1.00	44388	Requisition Pending Approval
EWD Total		2.00		

Attachment B - New Vacancies Created in Adopted Policy Budget FY 2021-22

DEPT	JOB CLASSIFICATION TITLE	FTE	POS#	STATUS OF VACANCY/REQ
HCD	Accountant III	1.00	44282	Recruitment Plan in Progress
HCD	Deputy Director, Housing	1.00	44329	Recruitment Plan in Progress
HCD	Project Manager	1.00	44213	Encumbered (TCSE/ELDE)
HCD	Project Manager	1.00	44214	Encumbered (TCSE/ELDE)
HCD	Project Manager	1.00	44215	Encumbered (TCSE/ELDE)
HCD Total		5.00		

Grand Total

150.50

Attachment C - Frozen FT PPT Positions by Department (09.22.21)

DEPT	FUND	JOB CLASSIFICATION TITLE	CLASS#	REP	FTE	POS#	FROZ
CITY ADMIN	1010	Assistant to the City Administrator	EM117	U31	1.00	40140.40140	YES
CITY ADMIN	1010	City Administrator Analyst	MA109	U31	1.00	35804.35804	YES
CITY ADMIN	1010	City Administrator Analyst	MA109	U31	1.00	42197.42197	YES
CITY ADMIN	1010	Receptionist, PPT	SS174	SD1	0.60	41465.41465	YES
CITY ATTORNEY	1010	Deputy City Attorney II	AL021	TM1	1.00	42081.30560	YES
CITY ATTORNEY	1010	Legal Administrative Assistant	SS133	TW1	1.00	2570.2570	YES
CITY ATTORNEY	1010	Manager, Agency Administrative	EM171	UM1	1.00	24575.13816	YES
HRM	1010	Human Resource Analyst, Senior	AP206	UM2	1.00	33749.33749	YES
HRM	7760	Human Resource Analyst, Senior	AP206	UM2	1.00	41333.41333	YES
FINANCE	1010	Accounting Technician	AF049	SD1	1.00	40657.40657	YES
FINANCE	1010	Office Assistant II	SS153	SD1	1.00	42441.42441	YES
FINANCE	4550	Office Assistant II, PPT	SS154	SD1	0.80	42235.42235	YES
FINANCE	1010	Parking Meter Collector	AF025	SD1	1.00	34601.1811	YES
FINANCE	1010	Public Service Representative	SS169	SD1	1.00	34585.1364	YES
FINANCE	1010	Public Service Representative, Senior	PP155	TW1	1.00	42410.42410	YES
FINANCE	1010	Tax Auditor II	AF022	SD1	1.00	42228.42228	YES
FINANCE	1010	Tax Enforcement Officer II	AF050	SD1	1.00	42085.14209	YES
FINANCE	1010	Tax Enforcement Officer II	AF050	SD1	1.00	39774.37508	YES
FINANCE	1010	Treasury Analyst III	AF035	UH1	1.00	39353.32963	YES
POLICE	1010	Account Clerk I	AF001	SD1	1.00	35909.35909	YES
POLICE	1010	Account Clerk II	AF020	SD1	1.00	32097.32097	YES
POLICE	2411	Account Clerk II	AF020	SD1	1.00	30705.30705	YES
POLICE	1010	Account Clerk II	AF020	SD1	1.00	30703.30703	YES
POLICE	1010	Account Clerk II	AF020	SD1	1.00	30704.30704	YES
POLICE	1010	Administrative Assistant I	SS102	SD1	1.00	39782.3862	YES
POLICE	1010	Complaint Investigator II	AP146	TW1	1.00	43154.43154	YES
POLICE	1010	Complaint Investigator II	AP146	TW1	1.00	43155.43155	YES
POLICE	1010	Complaint Investigator II	AP146	TW1	1.00	43156.43156	YES
POLICE	1010	Complaint Investigator II	AP146	TW1	1.00	43157.43157	YES
POLICE	1010	Complaint Investigator III	AP144	TW1	1.00	43158.43158	YES
POLICE	1010	Crime Analyst	AP446	TW1	1.00	39487.38347	YES
POLICE	1010	Criminalist II	PS112	TW1	1.00	24459.21979	YES
POLICE	1010	Criminalist II	PS112	TW1	1.00	34514.34514	YES
POLICE	1010	Criminalist III	PS113	UH1	1.00	692.692	YES
POLICE	1010	Latent Print Examiner II	PS187	TW1	1.00	28415.28415	YES
POLICE	1010	Payroll Personnel Clerk III	SS163	UH1	1.00	34836.34836	YES
POLICE	1010	Payroll Personnel Clerk III	SS163	UH1	1.00	34315.34315	YES
POLICE	1010	Police Evidence Technician	PS165	SC1	1.00	40900.37503	YES
POLICE	1010	Police Officer (PERS)	PS168	PP1	1.00	37011.2821	YES
POLICE	1010	Police Officer (PERS)	PS168	PP1	1.00	35018.3361	YES
POLICE	1010	Police Officer (PERS)	PS168	PP1	1.00	29635.702	YES
POLICE	1010	Police Officer (PERS)	PS168	PP1	1.00	41119.38011	YES
POLICE	1010	Police Officer (PERS)	PS168	PP1	1.00	40910.38015	YES
POLICE	1010	Police Officer (PERS)	PS168	PP1	1.00	41120.38020	YES
POLICE	1010	Police Officer (PERS)	PS168	PP1	1.00	41145.34319	YES
POLICE	1010	Police Officer (PERS)	PS168	PP1	1.00	41116.36058	YES
POLICE	1010	Police Officer (PERS)	PS168	PP1	1.00	41115.3227	YES
POLICE	1010	Police Officer (PERS)	PS168	PP1	1.00	29670.1990	YES
POLICE	1010	Police Officer (PERS)	PS168	PP1	1.00	37228.1978	YES
POLICE	1010	Police Officer (PERS)	PS168	PP1	1.00	41100.38107	YES
POLICE	1010	Police Officer (PERS)	PS168	PP1	1.00	37185.5005	YES
POLICE	2252	Police Officer (PERS)	PS168	PP1	1.00	43533.36056	YES
POLICE	1010	Police Officer (PERS)	PS168	PP1	1.00	35196.5742	YES
POLICE	1010	Police Officer (PERS)	PS168	PP1	1.00	43536.36052	YES
POLICE	1010	Police Officer (PERS)	PS168	PP1	1.00	37119.36063	YES
POLICE	2252	Police Officer (PERS)	PS168	PP1	1.00	42642.21123	YES
POLICE	1010	Police Officer (PERS)	PS168	PP1	1.00	37184.1781	YES
POLICE	1010	Police Officer (PERS)	PS168	PP1	1.00	38018.38018	YES
POLICE	1010	Police Officer (PERS)	PS168	PP1	1.00	43554.38021	YES
POLICE	1010	Police Officer (PERS)	PS168	PP1	1.00	42689.21119	YES
POLICE	1010	Police Officer (PERS)	PS168	PP1	1.00	35212.3223	YES
POLICE	1010	Police Officer (PERS)	PS168	PP1	1.00	37209.1916	YES
POLICE	1010	Police Officer (PERS)	PS168	PP1	1.00	43590.37987	YES
POLICE	1010	Police Officer (PERS)	PS168	PP1	1.00	37120.36065	YES
POLICE	1010	Police Officer (PERS)	PS168	PP1	1.00	37121.36067	YES
POLICE	1010	Police Officer (PERS)	PS168	PP1	1.00	37214.3256	YES
POLICE	1010	Police Officer (PERS)	PS168	PP1	1.00	43534.38017	YES
POLICE	1010	Police Officer (PERS)	PS168	PP1	1.00	37383.21046	YES
POLICE	1010	Police Officer (PERS)	PS168	PP1	1.00	37122.36053	YES
POLICE	1010	Police Officer (PERS)	PS168	PP1	1.00	37123.36062	YES
POLICE	2252	Police Officer (PERS)	PS168	PP1	1.00	35250.25876	YES

Attachment C - Frozen FT PPT Positions by Department (09.22.21)

DEPT	FUND	JOB CLASSIFICATION TITLE	CLASS#	REP	FTE	POS#	FROZ
POLICE	2252	Police Officer (PERS)	PS168	PP1	1.00	42654.6740	YES
POLICE	1010	Police Officer (PERS)	PS168	PP1	1.00	43608.13885	YES
POLICE	1010	Police Officer (PERS)	PS168	PP1	1.00	42653.36059	YES
POLICE	2252	Police Officer (PERS)	PS168	PP1	1.00	35518.25902	YES
POLICE	1010	Police Officer (PERS)	PS168	PP1	1.00	42682.13878	YES
POLICE	1010	Police Officer (PERS)	PS168	PP1	1.00	42712.25927	YES
POLICE	1010	Police Officer (PERS)	PS168	PP1	1.00	43527.34340	YES
POLICE	1010	Police Officer (PERS)	PS168	PP1	1.00	43598.258	YES
POLICE	1010	Police Officer (PERS)	PS168	PP1	1.00	43599.27693	YES
POLICE	1010	Police Officer (PERS)	PS168	PP1	1.00	40892.39063	YES
POLICE	1010	Police Officer (PERS)	PS168	PP1	1.00	42740.3243	YES
POLICE	1010	Police Officer (PERS)	PS168	PP1	1.00	40434.380	YES
POLICE	1010	Police Officer (PERS)	PS168	PP1	1.00	40833.5014	YES
POLICE	1010	Police Officer (PERS)	PS168	PP1	1.00	35369.3322	YES
POLICE	1010	Police Officer (PERS)	PS168	PP1	1.00	43603.150	YES
POLICE	1010	Police Officer (PERS)	PS168	PP1	1.00	36988.18911	YES
POLICE	1010	Police Officer (PERS)	PS190	PP1	1.00	41327.38087	YES
POLICE	2252	Police Officer (PERS)	PS190	PP1	1.00	40492.34728	YES
POLICE	1010	Police Officer (PERS)	PS168	PP1	1.00	40459.19085	YES
POLICE	1010	Police Officer (PERS)	PS168	PP1	1.00	42701.34738	YES
POLICE	1010	Police Officer (PERS)	PS168	PP1	1.00	40417.3371	YES
POLICE	1010	Sergeant of Police (PERS)	PS179	PP1	1.00	29606.1665	YES
POLICE	1010	Sergeant of Police (PERS)	PS179	PP1	1.00	35160.6336	YES
POLICE	1010	Sergeant of Police (PERS)	PS179	PP1	1.00	43628.2176	YES
POLICE	1010	Sergeant of Police (PERS)	PS179	PP1	1.00	37058.27686	YES
POLICE	1010	Sergeant of Police (PERS)	PS179	PP1	1.00	43537.4934	YES
POLICE	1010	Sergeant of Police (PERS)	PS179	PP1	1.00	37161.20961	YES
POLICE	1010	Sergeant of Police (PERS)	PS179	PP1	1.00	37092.5804	YES
FIRE	1010	Captain of Fire Department	PS103	FQ1	1.00	25167.2552	YES
FIRE	1010	Captain of Fire Department	PS103	FQ1	1.00	14100.5074	YES
FIRE	1010	Captain of Fire Department	PS103	FQ1	1.00	25128.983	YES
FIRE	1010	Captain of Fire Department	PS103	FQ1	1.00	25149.1636	YES
FIRE	1010	Captain of Fire Department	PS103	FQ1	1.00	5992.5992	YES
FIRE	1010	Captain of Fire Department	PS103	FQ1	1.00	5044.5044	YES
FIRE	1010	Engineer of Fire Department	PS118	FQ1	1.00	25199.5412	YES
FIRE	1010	Engineer of Fire Department	PS118	FQ1	1.00	2657.2657	YES
FIRE	1010	Fire Fighter	PS125	FQ1	1.00	26637.5737	YES
FIRE	1010	Fire Fighter	PS125	FQ1	1.00	26611.841	YES
FIRE	1010	Fire Fighter	PS125	FQ1	1.00	25175.2920	YES
FIRE	1010	Fire Fighter	PS125	FQ1	1.00	22626.22416	YES
FIRE	1010	Fire Fighter	PS125	FQ1	1.00	26645.3163	YES
FIRE	1010	Fire Fighter	PS125	FQ1	1.00	24791.24791	YES
FIRE	1010	Fire Fighter	PS125	FQ1	1.00	20629.2484	YES
FIRE	1010	Fire Fighter	PS125	FQ1	1.00	25123.599	YES
FIRE	1010	Fire Fighter	PS125	FQ1	1.00	26614.5049	YES
FIRE	1010	Fire Fighter	PS125	FQ1	1.00	26584.2549	YES
FIRE	1010	Fire Fighter	PS125	FQ1	1.00	25331.1435	YES
FIRE	1010	Fire Fighter	PS125	FQ1	1.00	26568.1418	YES
FIRE	1010	Fire Fighter	PS125	FQ1	1.00	25327.3152	YES
FIRE	1010	Fire Fighter	PS125	FQ1	1.00	25317.3157	YES
FIRE	1010	Lieutenant of Fire Department	PS150	FQ1	1.00	1399.1399	YES
FIRE	1010	Lieutenant of Fire Department	PS150	FQ1	1.00	2278.2278	YES
FIRE	1010	Lieutenant of Fire Department	PS150	FQ1	1.00	25125.613	YES
FIRE	1010	Lieutenant of Fire Department	PS150	FQ1	1.00	5037.5037	YES
FIRE	1010	Lieutenant of Fire Department	PS150	FQ1	1.00	25260.12541	YES
FIRE	1010	Lieutenant of Fire Department	PS150	FQ1	1.00	25113.910	YES
FIRE	1010	Lieutenant of Fire Department	PS150	FQ1	1.00	1795.1795	YES
OPW	4400	Carpenter	TR112	SB1	1.00	41230.1587	YES
OPW	4400	Custodian, PPT	TR121	SC1	1.00	41295.14515	YES
OPW	1720	Painter	TR159	SB1	1.00	34484.34484	YES
OPW	4400	Pool Technician	TR207	SC1	1.00	41205.34441	YES
OPW	4400	Pool Technician, PPT	TR208	SC1	1.00	41204.34440	YES
DOT	2211	Administrative Assistant II	SS104	TW1	1.00	42101.5440	YES
DOT	2232	Heavy Equipment Operator	TR146	SB1	1.00	40053.40053	YES
DOT	2232	Program Analyst II	AP293	TW1	1.00	41358.41358	YES
DOT	2232	Public Works Maintenance Worker	TR174	SC1	1.00	40056.40056	YES
DOT	2230	Transportation Planner III	AP455	TW1	1.00	42492.42492	YES
ITD	1010	Information Systems Manager I	SC169	UM2	1.00	42638.42638	YES
ITD	1010	Information Systems Specialist I	AP242	TW1	1.00	41795.41795	YES
ITD	1010	Project Manager III	EM212	UM1	1.00	36452.36452	YES
LIBRARY	2243	Library Aide, PPT	AP222	SD1	0.60	41689.41374	YES

Attachment C - Frozen FT PPT Positions by Department (09.22.21)

DEPT	FUND	JOB CLASSIFICATION TITLE	CLASS#	REP	FTE	POS#	FROZ
LIBRARY	2243	Library Aide, PPT	AP222	SD1	0.60	41417.41417	YES
LIBRARY	2243	Library Aide, PPT	AP222	SD1	0.60	41418.41418	YES
LIBRARY	2243	Library Aide, PPT	AP222	SD1	0.80	38536.38536	YES
LIBRARY	2243	Library Aide, PPT	AP222	SD1	0.60	41688.41373	YES
LIBRARY	2241	Museum Guard, PPT	PS157	SC1	0.60	42499.42499	YES
ANIMAL SERVS	1010	Administrative Assistant I	SS102	SD1	1.00	44163.98	YES
ANIMAL SERVS	1010	Animal Control Officer	PS100	SC1	1.00	44158.2682	YES
ANIMAL SERVS	2999	Volunteer Program Specialist	AP351	TW1	1.00	44169.40737	YES
POLICE COMM	1010	CPRB Policy Analyst	AP400	UM2	1.00	43417.25987	YES
EWD	1010	Urban Economic Analyst IV, Projects PPT	AP452	TW1	0.60	41738.41738	YES
HCD	2413	Program Analyst II	AP293	TW1	1.00	38942.38942	YES



MEMORANDUM

DATE: December 16, 2021

TO: The Honorable Civil Service Board

FROM: Greg Preece, Assistant HR Director / Staff to the Board

THROUGH: Ian Appleyard, HRM Director / Secretary to the Board

SUBJECT: Request Authorization for Employee Requests for Leave of Absence

HRM is in receipt of seven (7) Unpaid Leave of Absence requests pursuant to Personnel Manual Section 8.07 Miscellaneous Leaves of Absence.

Tran, Vy	Account Clerk III	Economic & Workforce Development Department	December 11, 2021 – December 9, 2022	CSR 8.07 (c)
Rafieetari, Ali	Rehabilitation Advisor I	Housing & Community Development Department	November 1, 2021 – October 30, 2022	CSR 8.07 (c)
Ma, Susan	Program Analyst III	Housing & Community Development Department	November 29, 2021 – November 28, 2022	CSR 8.07 (c)
Rush, (Esther) Kelly	Program Analyst II	Human Services Department	January 18, 2022 – February 25, 2022	CSR 8.07 (c)
Jimenez, Lizbeth	Early Childhood Instructor	Human Services Department	October 25, 2021 – January 10, 2022	CSR 8.07 (c)
Girma, Yenew	Parking Control Technician	Oakland Department of Transportation	October 15, 2021 – February 1, 2022	CSR 8.07 (c)
McKellar, Sharon	Librarian, Supervising	Oakland Public Library	November 30, 2021 – December 3, 2021	CSR 8.07 (c)

RECOMMENDATION:

Staff recommends that the Civil Service Board approve the requested Leave of Absence forms.



Unpaid Leave of Absence

Leave Type:

- FCL - Family Care Extended
- FDN - Family Death (no pay)
- MNP - Military Leave (no pay)
- SLV - Sick Leave (no pay)
- ANP - Miscellaneous (no pay)
- Parental Leave (no pay)

Employee's Name Vy T. Tran Employee's ID 25301 Today's Date 12/02/2021

Department/Division Economic and Workforce Development Department, Admin/Fiscal Division Account clerk III

Request: 1950 Days Hours From 12/11/2021 To 12/09/2022
No. of Days or Hours Select Days or Hours

Unpaid Leave Taken This Year? Yes No If yes, what type of leave ANP - Miscellaneous
(Write appropriate code)

Comparison of Different Leave Types					
Leave Type	Maximum Duration	Keep Accrued Seniority?	Seniority?	Keep Health Benefits?	Other
FCL	4 mos*	Yes	No	Depends*	Comb. of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	For 5 mos*	For military training and service
SLV	1 year	Yes	No	No*	Sick leave (paid) exhausted
ANP	1 year	Yes	No	No*	Miscellaneous leave (no pay)
PNP	1 year	No	No	No *	Parental Leave (no pay)

* Additional Information

Employees on ANP, MNP, SLV or PNP may continue to participate in a City group health plan under COBRA at their own cost.

Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave keep their health benefits, while employees on unpaid leave for this category are entitled to extend their coverage under COBRA at their own cost. If the leave is unpaid parental, an employee may take up to a maximum of 5 months leave.

[Signature] 12/02/2021
 Employee's Signature Date

 Civil Service Board Approval Date

[Signature] 12/8/2021
 Department Head Approval Date

 City Manager Approval Date

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.



Unpaid Leave of Absence

Leave Type:

- FCL - Family Care Extended
- FDN - Family Death (no pay)
- MNP - Military Leave (no pay)
- SLV - Sick Leave (no pay)
- ANP - Miscellaneous (no pay)
- Parental Leave (no pay)

Employee's Name Ali Rafieetari Employee's ID 24469 Today's Date 09/29/2021

Department/Division Housing and Community Development Employee Job Title Rehabilitation Advisor I

Request: 363 Days Hours From 11/01/2021 To 10/30/2022
No. of Days or Hours Select Days or Hours

Unpaid Leave Taken This Year? Yes No If yes, what type of leave _____
(Write appropriate code)

Comparison of Different Leave Types					
Leave Type	Maximum Duration	Keep Accrued Seniority?	Seniority?	Keep Health Benefits?	Other
FCL	4 mos*	Yes	No	Depends*	Comb. of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	For 5 mos*	For military training and service
SLV	1 year	Yes	No	No*	Sick leave (paid) exhausted
ANP	1 year	Yes	No	No*	Miscellaneous leave (no pay)
PNP	1 year	No	No	No *	Parental Leave (no pay)

* Additional Information

Employees on ANP, MNP, SLV or PNP may continue to participate in a City group health plan under COBRA at their own cost.

Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave keep their health benefits, while employees on unpaid leave for this category are entitled to extend their coverage under COBRA at their own cost. If the leave is unpaid parental, an employee may take up to a maximum of 5 months leave.

Ali Rafieetari Digitally signed by Ali Rafieetari Date: 2021.09.29 15:01:15 -07'00' 09/29/2021
 Employee's Signature Date

Civil Service Board Approval _____ Date

Shola Olatoye 9/29/21
 Department Head Approval Date

City Manager Approval _____ Date

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.



Unpaid Leave of Absence

Print Form

Leave Type:

- FCL - Family Care Extended
- FDN - Family Death (no pay)
- MNP - Military Leave (no pay)
- SLV - Sick Leave (no pay)
- ANP - Miscellaneous (no pay)
- Maternity Leave (no pay)

Employee's Name Susan Ma Employee's ID 22233 Today's Date 10/26/21

Department/Division HCD Employee Job Title Program Analyst 3

Request: 365 Days Hours From 11/29/2021 To 11/28/2022
No. of Days or Hours Select Days or Hours

Unpaid Leave Taken This Year? Yes No If yes, what type of leave _____
(Write appropriate code)

Comparison of Different Leave Types					
Leave Type	Maximum Duration	Keep Accrued Seniority?	Accrue Seniority?	Keep Health Benefits?	Other
FCL	4 mos*	Yes	No	Depends*	Comb. of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	For 5 mos*	For military training and service
SLV	1 year	Yes	No	No*	Sick leave (paid) exhausted
ANP	1 year	Yes	No	No*	Miscellaneous leave (no pay)
P	1 year	No	No	No*	Maternity Leave

*** Additional Information**

Employees on ANP, MNP, SLV or Maternity leave may continue to participate in a City group health plan under COBRA at their own cost.

Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave keep their health benefits, while employees on unpaid leave for this category are entitled to extend their coverage under COBRA at their own cost. If the leave is unpaid maternity, an employee may take up to a maximum of 5 months leave.

[Signature] 10/20/2021
Employee's Signature Date

Civil Service Board Approval Date

Shola Olatoye 10/26/21
Department Head Approval Date

City Manager Approval Date

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.



Unpaid Leave of Absence

Leave Type:

- FCL - Family Care Extended
- FDN - Family Death (no pay)
- MNP - Military Leave (no pay)
- SLV - Sick Leave (no pay)
- ANP - Miscellaneous (no pay)
- Parental Leave (no pay)

Employee's Name (Esther) Kelly Rush Employee's ID 22973 Today's Date 10/29/21

Department/Division HSD-CHS Employee Job Title Program Analyst II

Request: 29 Days Hours From 1/18/21 To 2/25/21
No. of Days or Hours Select Days or Hours

Unpaid Leave Taken This Year? Yes No If yes, what type of leave _____
(Write appropriate code)

Comparison of Different Leave Types					
Leave Type	Maximum Duration	Keep Accrued Seniority?	Seniority?	Keep Health Benefits?	Other
FCL	4 mos*	Yes	No	Depends*	Comb. of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	For 5 mos*	For military training and service
SLV	1 year	Yes	No	No*	Sick leave (paid) exhausted
ANP	1 year	Yes	No	No*	Miscellaneous leave (no pay)
PNP	1 year	No	No	No*	Parental Leave (no pay)

* Additional Information

Employees on ANP, MNP, SLV or PNP may continue to participate in a City group health plan under COBRA at their own cost.

Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave keep their health benefits, while employees on unpaid leave for this category are entitled to extend their coverage under COBRA at their own cost. If the leave is unpaid parental, an employee may take up to a maximum of 5 months leave.

Kelly Rush 10/29/21
 Employee's Signature Date

 Civil Service Board Approval Date

Ara Bedi 11/2/21
 Department Head Approval Date

 City Manager Approval Date

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.



Unpaid Leave of Absence

Leave Type:

- FCL - Family Care Extended
- FDN - Family Death (no pay)
- MNP - Military Leave (no pay)
- SLV - Sick Leave (no pay)
- ANP - Miscellaneous (no pay)
- Parental Leave (no pay)

Employee's Name Lizbeth Jimenez Employee's ID 21542 Today's Date 10/18/21

Department/Division Human Services/EHS Employee Job Title Early Childhood Instructor

Request: _____ From 10/25/21 To 01/10/22
No. of Days or Hours Select Days or Hours

Unpaid Leave Taken This Year? Yes No If yes, what type of leave FCL
(Write appropriate code)

Comparison of Different Leave Types					
Leave Type	Maximum Duration	Keep Accrued Seniority?	Seniority?	Keep Health Benefits?	Other
FCL	4 mos*	Yes	No	Depends*	Comb. of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	For 5 mos*	For military training and service
SLV	1 year	Yes	No	No*	Sick leave (paid) exhausted
ANP	1 year	Yes	No	No*	Miscellaneous leave (no pay)
PNP	1 year	No	No	No*	Parental Leave (no pay)

* Additional Information

Employees on ANP, MNP, SLV or PNP may continue to participate in a City group health plan under COBRA at their own cost.

Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave keep their health benefits, while employees on unpaid leave for this category are entitled to extend their coverage under COBRA at their own cost. If the leave is unpaid parental, an employee may take up to a maximum of 5 months leave.

[Signature] 10/18/21
 Employee's Signature Date Civil Service Board Approval Date

[Signature] 10/21/21
 Department Head Approval Date City Manager Approval Date

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.



Unpaid Leave of Absence

Leave Type:

- FCL - Family Care Extended
- FDN - Family Death (no pay)
- MNP - Military Leave (no pay)
- SLV - Sick Leave (no pay)
- ANP - Miscellaneous (no pay)
- Parental Leave (no pay)

Employee's Name Yeneneh Girma Employee's ID 22105 Today's Date 10-8-2021

Department/Division DOT Employee Job Title Parking Control Technician

Request: 78 Days Hours From 10-15-2021 To 2-1-2022
No. of Days or Hours Select Days or Hours

Unpaid Leave Taken This Year? Yes No If yes, what type of leave SLV SICK LWOP
(Write appropriate code)

Comparison of Different Leave Types					
Leave Type	Maximum Duration	Keep Accrued Seniority?	Seniority?	Keep Health Benefits?	Other
FCL	4 mos*	Yes	No	Depends*	Comb. of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	For 5 mos*	For military training and service
SLV	1 year	Yes	No	No*	Sick leave (paid) exhausted
ANP	1 year	Yes	No	No*	Miscellaneous leave (no pay)
PNP	1 year	No	No	No*	Parental Leave (no pay)

* Additional Information

Employees on ANP, MNP, SLV or PNP may continue to participate in a City group health plan under COBRA at their own cost.

Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave keep their health benefits, while employees on unpaid leave for this category are entitled to extend their coverage under COBRA at their own cost. If the leave is unpaid parental, an employee may take up to a maximum of 5 months leave.

Yeneneh Girma
Employee's Signature Date 10-8-2021

Civil Service Board Approval Date

Department Head Approval Date

City Manager Approval Date

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.



Unpaid Leave of Absence

Leave Type:

- FCL - Family Care Extended
- FDN - Family Death (no pay)
- MNP - Military Leave (no pay)
- SLV - Sick Leave (no pay)
- ANP - Miscellaneous (no pay)
- Parental Leave (no pay)

Employee's Name Sharon McKellar

Employee's ID 14453

Today's Date 11/12/21

Department/Division Library

Employee Job Title Supervising Librarian

Request: 4
No. of Days or Hours

Days Hours
Select Days or Hours

From 11/30/21

To 12/3/21

Unpaid Leave Taken This Year? Yes No

If yes, what type of leave ANP - a couple days (I think) in July


(Write appropriate code)

Comparison of Different Leave Types					
Leave Type	Maximum Duration	Keep Accrued Seniority?	Seniority?	Keep Health Benefits?	Other
FCL	4 mos*	Yes	No	Depends*	Comb. of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	For 5 mos*	For military training and service
SLV	1 year	Yes	No	No*	Sick leave (paid) exhausted
ANP	1 year	Yes	No	No*	Miscellaneous leave (no pay)
PNP	1 year	No	No	No*	Parental Leave (no pay)

* Additional Information

Employees on ANP, MNP, SLV or PNP may continue to participate in a City group health plan under COBRA at their own cost.

Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave keep their health benefits, while employees on unpaid leave for this category are entitled to extend their coverage under COBRA at their own cost. If the leave is unpaid parental, an employee may take up to a maximum of 5 months leave.


 Employee's Signature _____ Date 11/12/21

 Civil Service Board Approval Date


 Department Head Approval _____ Date 11/12/21

 City Manager Approval Date

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.



CITY OF OAKLAND

MEMORANDUM

DATE: December 16, 2021

TO: The Honorable Civil Service Board

FROM: Jaime Pritchett
Principal Human Resource Analyst

THROUGH: Greg Preece, Assistant Human Resources Director, Recruitment & Classification

THROUGH: Ian Appleyard, Director of Human Resources Management
Secretary to the Board

SUBJECT: Approval of Revised Classification Specification for Special Activity Permit Inspector (formerly titled Municipal Code Enforcement Officer)

Based upon a classification review at the request of the Economic & Workforce Development (EWD) Department, staff has proposed revision of the **Special Activity Permit Inspector** classification. It was established in April 2017 and has not been revised since that time. A reorganization is underway to transfer the Special Activities Unit from the City Administrator's Office (CAO) to EWD. Further, certain special event site inspection duties that were previously performed by sworn Police Officers will become Special Activity Permit Inspector responsibilities.

A variety of revisions are proposed to update the description per operational needs:

- In the Definition section, add references that are regulated under Municipal Code Chapter 9.52 and elaborate on actions related to cannabis. In addition, the positions are moving from CAO to EWD.
- Revise the Distinguishing Characteristics section to include special events and other establishments covered under Chapter 9.52 and update the reporting structure.
- Refine the Examples of Duties to include new special activity aspects including visits to special event sites for compliance with regulations and interaction with event planners. Other minor revisions were made related to community education and outreach duties.
- Enhance the Knowledge and Abilities section to reflect all necessary skillsets that are pertinent to this role. This includes specifying knowledge about permits, public relations, and conflict resolution and revising abilities related to interactions.
- Revise the title from Municipal Code Enforcement Officer to Special Activity Permit Inspector. Unfortunately, the existing title contains the word "Officer", which has led to some confusion and anxiety in the community. We are proposing to replace that word with "Inspector" and convert Municipal Code to Special Activity since that is the name of the unit. We believe that this updated title will be better received by the community.

There are two filled positions and one newly added vacancy as of this fiscal year. The revised specification will be used for the upcoming recruitment and selection process.

CIVIL SERVICE BOARD

Subject: Special Activity Permit Inspector – Revised Classification Specification Approval

Date: December 16, 2021

Page 2

The Service Employees International Union (SEIU, Local 1021) was notified of the proposal to revise this classification. City and union representatives discussed the classification at meetings in August and October 2021. During the meeting on October 25, 2021, the union verbally confirmed that there were no objections to the proposed revisions.

Staff recommends that the Civil Service Board approve the revised classification specification of **Special Activity Permit Technician** as proposed.

Attachments: Proposed revised **Special Activity Permit Technician** classification specification



SPECIAL ACTIVITY PERMIT INSPECTOR MUNICIPAL CODE ENFORCEMENT OFFICER

Class Code: AF060

Civil Service Classified

DEFINITION

Under general supervision in the Economic & Workforce Development (EWD) Department~~Oakland City Administrator's Office~~, performs inspections, investigations, and enforcement of regulations pertaining to special activity/business permits and operations of businesses, including but not limited to those listed in Title 5 and Chapter 9.52 of the Oakland Municipal Code, such as: special events; cabaret; massage establishments; food vending outside of restaurants (“mobile food vending”); and/or cannabis cultivation, manufacturing, production and distribution, testing, delivering, and dispensing; ~~among and~~ other businesses; addresses public nuisances in the public right of way (on streets and sidewalks) and on private property; educates vendors and businesses of applicable regulations, including permit requirements; issues administrative citations for violations of the Oakland Municipal Code; carries out investigations to identify unpermitted activity and/or violators and owners of property on which violations occur; presents evidence to the appropriate authority such as administrative hearing officer or Small Claims Civil Court; takes complaints from the public and elected officials; ~~and performs investigations of alleged violations~~; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

~~Municipal Code Enforcement Officer~~ This is a journey-level position classification staffed by civilian employees who normally typically wear a uniform and a badge but do not carry a weapon. Incumbents are responsible for explaining and enforcing sections of state and local codes relating to business activities and events, such as special events, cabaret, massage establishments, mobile food vending, and cannabis manufacturing, production, and distribution, among other businesses. ~~Discretion, integrity, and judgment are required in the conduct of~~ duties. Incumbents will receive training in permitting procedures, code enforcement, citation issuance, equipment operation, and report writing by the Oakland Police Department and/or other City ~~agencies~~ departments. Incumbents in this classification may be required to work early mornings, evenings, and weekends.

Incumbents receive supervision from management staff ~~supervisor~~ in the City Administrator's Office Economic & Workforce Development Department, ~~at the discretion of the City Administrator~~.

EXAMPLES OF DUTIES - *Duties may include, but are not limited to, the following:*

Inspect special activity/business and eEnforce City regulations regarding special activity/business permits as regulated prescribed in Title 5 and Chapter 9.52 of the Oakland Municipal Code, including but not limited to: special events, mobile food vending; cannabis manufacturing, production, and distribution; pawn shops, cabaret, and massage parlors, ~~and taxi-cabs~~; unattended donation /collection boxes; and public right-of-way obstruction by grocery operators.

Evaluate special event sites for compliance with permit parameters; communicate corrections and ensure event/venue requirements are consistent with approved permit application.

Issue Notice(s) of Violation(s) and Citations to non-compliant businesses and food vendors; serve as a witness on behalf of the City in Civil Court.

Attempt to identify violators of Oakland Municipal Code regulations by inspecting assigned areas for the purpose of finding evidence of unpermitted activity; and by using tax rolls and other public records to identify the owners of property on which violations occur; contact and warn identified violators or appropriate persons to take corrective action as required.

Diffuse volatile and hostile situations with alleged violators.

Solicit community participation, support, and input in resolving unpermitted activity, including presenting information to neighborhood improvement groups, non-profit organizations, and other community groups.

Engage in community education and outreach about special business activity permitting; establish a solid rapport with the business and food vendor community.

Respond to complex vendor inquiries concerning compliance issues.

Investigate referrals or complaints from the public, outside agencies or City departments; interpret and monitor compliance with respect to the City's Municipal Code regulations, rulings, policies, and procedures; provide public information and perform community outreach.

Distribute informational materials explaining business permit and special activity regulations to merchants, vendors, homeowners, ~~and~~ businesses, event planners, and community representatives; may attend and participate in community and business meetings.

Assist in the development of short and long term program planning; assist in the development of program goals.

Operate assigned motor vehicle and a cell-mobile phone to report urgent problems or unusual occurrences to supervisor and act in accordance with instructions received.

Prepare written reports on activities and actions taken; may prepare brief notes in connection with unusual situations observed; may be required to testify at administrative hearings and/or Civil Court.

May be exposed to inclement weather and long periods of walking or standing on hard surfaces.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Applicable State and City codes, ordinances, laws, and regulations pertaining to special activity businesses and permits.
- Policies, procedures, and effective methods of making investigations and inspections to enforce City codes.
- Investigative principles and practices.
- Decision-making techniques.
- Oral presentation techniques and procedures.
- Report writing, including correct English usage, spelling, punctuation and grammar.

- Public relations and conflict resolution.

- Public presentation techniques and skills.
- Records management and general office skills, including computer operations of word processing and spreadsheet software (i.e. Microsoft Office suite).
- Safe driving methods and safe work practices.
- Basic mathematics.
- Computer systems and software applications.

Ability to:

- Communicate effectively both orally and in writing; follow oral and written directions.
- Explain City regulations and permitting procedures to merchants, homeowners, businesses, ~~and vendors,~~ event coordinators, and community representatives.
- Solve problems and make decisions; work independently.
- ~~Develop and maintain positive work-~~ Interact and collaborative effectively relationships with vendors and businesses, community organizations, event coordinators, and co-workers; ~~residents~~—and staff from other City departments; coordinate a variety of activities inter-departmentally and with outside agencies, such as Alameda County Environmental Health.
- Organize and provide leadership and direction in a diverse community.
- Analyze potential problem situations and respond appropriately.
- Inspect and analyze violations of special business activities regulations.
- Learn requirements for presenting evidence in administrative and court hearings; appear as an expert witness; read, apply and enforce all applicable codes.
- Collect, analyze and compile data, write accurate and detailed reports and keep complete and accurate records.
- Perform under difficult and stressful conditions and manage confrontations with vendors and business owners who may be hostile.
- Work irregular days and hours and under inclement weather conditions, including nights and weekends.
- Use a computer and standard city-wide software applications, modern office equipment and photographic equipment.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

MINIMUM QUALIFICATIONS *Any combination of education and experience that is equivalent to the following minimum qualifications may be acceptable.*

Education:

High school diploma or equivalent. Related college coursework in code enforcement, criminal justice or public administration is highly desirable.

Experience:

Two (2) years of full-time work experience involving public contact or code enforcement-related work, performing record keeping, report writing, database management and other administrative tasks. Experience with municipal ordinances and codes involving complaint investigations, inspections or code enforcement is desirable.

LICENSE OR CERTIFICATE

Incumbents in this position are expected to operate automotive vehicles in the performance of assigned duties. Due to assignments and hours worked, public transportation will not be an efficient method for traveling to required locations. Individuals appointed will be required to maintain a valid California Driver's License while employed.

OTHER REQUIREMENTS

Must successfully complete a training course in Oakland Municipal Code, state regulations, citation issuance, code enforcement, and report writing during the probationary period.

Must be able to work weekend and evening shifts.

Proficiency in a foreign language (e.g. Spanish) is preferred and may be required.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established: 4/18/2017 CSB Resolution #: 44849 Salary Ordinance #: 13440
Exempted: Y N Exemption Resolution #: n/a

Revision Date: / / CSB Resolution #:
Re-titled Date: / / CSB Resolution #: Salary Ordinance #:

(Previous title(s):)



SPECIAL 5:15 P.M. CIVIL SERVICE BOARD MEETING MINUTES

Date: October 20, 2021

Open Session: 5:15 p.m.

Location: Via Zoom

BOARD MEMBERS: Chairperson, Yvonne Hudson-Harmon; Vice Chair, Carmen Martinez; Lauren Baranco; Michael Brown (excused); Brooke Levin; Beverly A. Williams

STAFF TO THE BOARD: Ian Appleyard, HRM Director/Secretary to the Board
Greg Preece, Assistant HR Director/Staff to the Board
Caryl Casden, Attorney to the Board

Pursuant to California Government Code section 54953(e), Civil Service Board Members, as well as City staff, will participate via phone/video conference, and no physical teleconference locations are required.

PUBLIC PARTICIPATION

The public may observe and/or participate in this meeting many ways.

OBSERVE:

- To observe the meeting by video conference, please click on this link: <https://us02web.zoom.us/j/84527834668?pwd=dVcxSC8yME85RSsveGJydUpzb2Jvdz09> at the noticed meeting time. Instructions on how to join a meeting by video conference is available at: <https://support.zoom.us/hc/en-us/articles/201362193> - Joining-a-Meeting
- To listen to the meeting by phone, please call the numbers below at the noticed meeting time: Dial (for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799

Webinar ID: 845 2783 4668 Passcode: 5733959

If asked for a participant ID or code, press #. Instructions on how to join a meeting by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663> - Joining-a-meeting-by-phone.

COMMENT:

DUE TO THE SUSPENSION OF THE SUNSHINE ORDINANCE AND COUNCIL'S RULES OF PROCEDURES, ALL PUBLIC COMMENT ON ACTION ITEMS WILL BE TAKEN AT THE BEGINNING OF THE MEETING UNDER ITEM 1. COMMENT FOR ITEMS NOT ON THE AGENDA WILL BE TAKEN UNDER OPEN FORUM AT THE END OF THE MEETING.

There are two ways to make public comment within the time allotted for public comment on an eligible Agenda item.

- To comment by Zoom video conference, click the “Raise Your Hand” button to request to speak when Public Comment is being taken on an eligible agenda item at the beginning of the meeting. You will then be unmuted, during your turn, and allowed to participate in public comment. After the allotted time, you will then be re-muted. Instructions on how to “Raise Your Hand” is available at: <https://support.zoom.us/hc/en-us/articles/205566129> - Raise-Hand-In-Webinar.
- To comment by phone, please call on one of the above listed phone numbers. You will be prompted to “Raise Your Hand” by pressing “*9” to request to speak when Public Comment is being taken on an eligible agenda Item at the beginning of the meeting. You will then be unmuted, during your turn, and allowed to make public comments. After the allotted time, you will then be re-muted. Instructions of how to raise your hand by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663> - Joining-a-meeting-by-phone.

If you have any questions, please email Greg Preece, Assistant Human Resources Director at GPreece@oaklandca.gov. – Human Resources Management Department.

OPEN SESSION AGENDA

ROLL CALL

1) PUBLIC COMMENT:

**COMMENT ON ALL ACTION ITEMS WILL BE TAKEN AT THIS TIME.
COMMENTS FOR ITEMS NOT ON THE AGENDA WILL BE TAKEN DURING
OPEN FORUM.**

2) REVIEW AND TAKE POSSIBLE ACTION ON A RESOLUTION ACTION (AB 361, FILED 9/16/2021) ESTABLISHING CERTAIN FINDINGS JUSTIFYING THE ONGOING NEED FOR VIRTUAL MEETINGS

45077 A motion was made by Member Baranco and seconded by Member Williams to approve the Resolution. The motion passed.

Votes: Board Member Ayes: – Hudson-Harmon, Martinez, Baranco, Levin, Williams.

Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: Brown

3) OPEN FORUM

4) ADJOURNMENT

45078 A motion was made by Vice Chair Martinez and seconded by Member Williams to approve the Resolution. The motion passed.

Votes: Board Member Ayes: – Hudson-Harmon, Martinez, Baranco, Levin, Williams.

Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: Brown

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, December 16, 2021. All materials related to agenda items must be submitted by Thursday, December 2, 2021. For any materials over 100 pages, please also submit an electronic copy of all materials.

Submit items via email or U.S. Mail to:

City of Oakland - Civil Service Board
150 Frank H. Ogawa Plaza, 2nd floor
Oakland, CA 94612
civilservice@oaklandca.gov



Do you need an ASL, Cantonese, Mandarin or Spanish interpreter or other assistance to participate? Please email civilservice@oaklandca.gov or call (510) 238-3112 or (510) 238-3254 for TDD/TTY five days in advance.

¿Necesita un intérprete en español, cantonés o mandarín, u otra ayuda para participar? Por favor envíe un correo electrónico civilservice@oaklandca.gov o llame al (510) 238-3112 o al (510) 238-3254 Para TDD/TTY por lo menos cinco días antes de la reunión. Gracias.

你需要手語, 西班牙語, 粵語或國語翻譯服務嗎? 請在會議前五個工作天電郵 civilservice@oaklandca.gov

或致電 (510) 238-3112 或 (510) 238-3254 TDD/TTY



**SPECIAL 5:30 P.M. CIVIL SERVICE BOARD MEETING MINUTES
(DRAFT)**

Date: October 20, 2021

Open Session: 5:30 p.m.

Location: Via Zoom

BOARD MEMBERS: Chairperson, Yvonne Hudson-Harmon; Vice Chair, Carmen Martinez; Lauren Baranco; Michael Brown (Excused); Brooke Levin; Beverly A. Williams

STAFF TO THE BOARD: Ian Appleyard, HRM Director/Secretary to the Board
Greg Preece, Assistant HR Director/Staff to the Board
Malia McPherson, Attorney to the Board

Pursuant to California Government Code section 54953(e), Civil Service Board Members, as well as City staff, will participate via phone/video conference, and no physical teleconference locations are required.

PUBLIC PARTICIPATION

The public may observe and/or participate in this meeting many ways.

OBSERVE:

- To observe the meeting by video conference, please click on this link: <https://us02web.zoom.us/j/84527834668?pwd=dVcxSC8yME85RSsveGJydUpzb2Jvdz09> at the noticed meeting time. Instructions on how to join a meeting by video conference is available at: <https://support.zoom.us/hc/en-us/articles/201362193> - Joining-a-Meeting
Webinar ID: 845 2783 4668 (Note: Password: "CSB1021" may be required to connect.)
- To listen to the meeting by phone, please call the numbers below at the noticed meeting time: Dial (for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799

Webinar ID: 845 2783 4668 Passcode: 5733959

If asked for a participant ID or code, press #. Instructions on how to join a meeting by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663> - Joining-a-meeting-by-phone.

COMMENT:

DUE TO THE SUSPENSION OF THE SUNSHINE ORDINANCE AND COUNCIL'S RULES OF PROCEDURES, ALL PUBLIC COMMENT ON ACTION ITEMS WILL BE TAKEN AT THE BEGINNING OF THE MEETING UNDER ITEM 1. COMMENT FOR ITEMS NOT ON THE AGENDA WILL BE TAKEN UNDER OPEN FORUM AT THE END OF THE MEETING.

There are two ways to make public comment within the time allotted for public comment on an eligible Agenda item.

- To comment by Zoom video conference, click the “Raise Your Hand” button to request to speak when Public Comment is being taken on an eligible agenda item at the beginning of the meeting. You will then be unmuted, during your turn, and allowed to participate in public comment. After the allotted time, you will then be re-muted. Instructions on how to “Raise Your Hand” is available at: <https://support.zoom.us/hc/en-us/articles/205566129> - Raise-Hand-In-Webinar.
- To comment by phone, please call on one of the above listed phone numbers. You will be prompted to “Raise Your Hand” by pressing “*9” to request to speak when Public Comment is being taken on an eligible agenda Item at the beginning of the meeting. You will then be unmuted, during your turn, and allowed to make public comments. After the allotted time, you will then be re-muted. Instructions of how to raise your hand by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663> - Joining-a-meeting-by-phone.

If you have any questions, please email Greg Preece, Assistant Human Resources Director at GPreece@oaklandca.gov. – Human Resources Management Department.

OPEN SESSION AGENDA

ROLL CALL

1) PUBLIC COMMENT:

**COMMENT ON ALL ACTION ITEMS WILL BE TAKEN AT THIS TIME.
COMMENTS FOR ITEMS NOT ON THE AGENDA WILL BE TAKEN DURING
OPEN FORUM.**

2) APPROVAL OF THE OCTOBER 20, 2021 SPECIAL CIVIL SERVICE BOARD MEETING AGENDA ACTION

45079 A motion was made by Vice Chair Martinez and seconded by Member Levin to approve the October 20, 2021 Special Meeting Agenda. The motion passed.

Votes: Board Member Ayes: – Hudson-Harmon, Martinez, Baranco, Levin, Williams.

Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: Brown

3) UPDATES, SECRETARY TO THE BOARD INFORMATION

- Cancellation of November 18, 2021 Civil Service Board Meeting

4) CONSENT CALENDAR: ACTION

- a) Approval of Provisional Appointments (0)

- There are no provisionals this month.
- b) Approval of Employee Requests for Leave of Absence (5)
- Human Resources Management Department (1)
 - Human Services Department (1)
 - Oakland Police Department (1)
 - Oakland Public Library (2)
- c) Approval of Revised Classification Specifications (5)
- Library Aide, Library Assistant, and Library Assistant, Senior
 - Manager, Support Services
 - Recreation Leader II, PPT

45080 A motion was made by Member Levin and seconded by Vice Chair Martinez to approve the Consent Calendar. The motion passed.

Votes: Board Member Ayes: – Hudson-Harmon, Martinez, Baranco, Levin, Williams.

Board Member Noes: None
 Board Member Abstentions: None
 Board Members Absent: Brown

5) OLD BUSINESS:

- a) Approval of September 16, 2021 Civil Service Board Meeting Minutes ACTION

45081 A motion was made by Vice Chair Martinez and seconded by Member Levin to approve the September 16, 2021 Meeting minutes. The motion passed.

Votes: Board Member Ayes: – Hudson-Harmon, Martinez, Baranco, Levin.

Board Member Noes: None
 Board Member Abstentions: Williams
 Board Members Absent: Brown

- b) Determination of Schedule of Outstanding Board Items ACTION

45082 A motion was made by Member Baranco and seconded by Member Levin to approve the Schedule. The motion passed.

Votes: Board Member Ayes: – Hudson-Harmon, Martinez, Baranco, Levin, Williams.

Board Member Noes: None
 Board Member Abstentions: None
 Board Members Absent: Brown

- | | | |
|----|--|-------------|
| c) | Informational Report on the Status of Temporary Assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs) Including a Report of the Names, Hire Dates, and Departments of all ELDE's and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21 | INFORMATION |
| d) | Update on Common Class Study

<i>There is no update available this month.</i> | INFORMATION |
| e) | Update regarding Measure Q Hiring Efforts | INFORMATION |

6) NEW BUSINESS:

- | | | |
|----|---|--------|
| a) | Approval of New Classification Specification for Community Review Police Agency (CPRA) Attorney | ACTION |
|----|---|--------|

45083 A motion was made by Vice Chair Martinez and seconded by Member Baranco to approve the New Classification Specification for Community Review Police Agency (CPRA) Attorney. The motion passed.

Votes: Board Member Ayes: – Hudson-Harmon, Martinez, Baranco, Levin, Williams.

Board Member Noes: None
 Board Member Abstentions: None
 Board Members Absent: Brown

- | | | |
|----|--|--------|
| b) | Approval of New Classification Specification for Benefits Supervisor | ACTION |
|----|--|--------|

45084 A motion was made by Member Williams and seconded by Vice Chair Martinez to approve the New Classification Specification for Benefits Supervisor. The motion passed.

Votes: Board Member Ayes: – Hudson-Harmon, Martinez, Baranco, Levin, Williams.

Board Member Noes: None
 Board Member Abstentions: None
 Board Members Absent: Brown

- c) Quarterly Update per Section 3.04 (f) of the Personnel Manual of the Civil Service Board (“Civil Service Rules”) Providing Status of all Classification Specification Revisions Currently Under Review INFORMATION

7) OPEN FORUM

CLOSED SESSION AGENDA

45085 A motion was made by Member Baranco and seconded by Member Williams to adjourn to Closed Session. The motion passed.

Votes: Board Member Ayes: – Hudson-Harmon, Martinez, Baranco, Levin, Williams.

Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: Brown

ROLL CALL

The Civil Service Board will Convene in Closed Session and will Report Out any Final Decisions in Open Session Before Adjourning the Meeting pursuant to California Government Code Section 54957:

1) Personnel Matter for Public Employee: Review of the Hearing Officer’s Findings for Civil Service Board Case No OPD-2020-AP01 (L. Winer)

Pursuant to California Government Code Section 54957 – Public Employee Discipline/Dismissal/Release *An appellant must notify the Civil Service Board in writing if they wish to have a personnel matter heard in open session.*

45086 A motion was made by Member Levin and seconded by Member Williams to sustain the findings of the Hearing Officer. The motion passed.

Votes: Board Member Ayes: – Hudson-Harmon, Martinez, Baranco, Levin, Williams.

Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: Brown

45087 A motion was made by Member Levin and seconded by Member Williams to adjourn Closed Session and return to Open Session. The motion passed.

Votes: Board Member Ayes: – Hudson-Harmon, Martinez, Baranco, Levin, Williams.

Board Member Noes: None
Board Member Abstentions: None
Board Members Absent: Brown

OPEN SESSION AGENDA

2) REPORT OF ACTIONS TAKEN IN CLOSED SESSION

3) ADJOURNMENT

45088 A motion was made by Member Baranco and seconded by Vice Chair Martinez to adjourn the meeting. The motion passed.

Votes: Board Member Ayes: – Hudson-Harmon, Martinez, Baranco, Levin, Williams.

Board Member Noes: None

Board Member Abstentions: None

Board Members Absent: Brown

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, December 16, 2021. All materials related to agenda items must be submitted by Thursday, December 2, 2021. For any materials over 100 pages, please also submit an electronic copy of all materials.

Submit items via email or U.S. Mail to:

City of Oakland - Civil Service Board
150 Frank H. Ogawa Plaza, 2nd floor
Oakland, CA 94612
civilservice@oaklandca.gov



Do you need an ASL, Cantonese, Mandarin or Spanish interpreter or other assistance to participate? Please email civilservice@oaklandca.gov or call (510) 238-3112 or (510) 238-3254 for TDD/TTY five days in advance.

¿Necesita un intérprete en español, cantonés o mandarín, u otra ayuda para participar? Por favor envíe un correo electrónico civilservice@oaklandca.gov o llame al (510) 238-3112 o al (510) 238-3254 Para TDD/TTY por lo menos cinco días antes de la reunión. Gracias.

你需要手語, 西班牙語, 粵語或國語翻譯服務嗎? 請在會議前五個工作天電郵 civilservice@oaklandca.gov

或致電 (510) 238-3112 或 (510) 238-3254 TDD/TTY



**CIVIL SERVICE BOARD
 APPEALS & HEARINGS CALENDAR
PENDING LIST – DECEMBER 16, 2021**

1. OPEN

Case Number	Classification	Dept.	Action Pending	Hearing Date	Notes/Next Steps

2. OTHER PENDING ITEMS

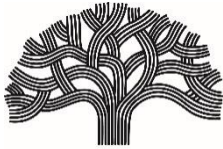
Date Requested	Subject	Report From	Date Due

3. CLOSED

Case Number	Classification	Dept.	Action Pending	Date Received	Notes

4. UNDER REVIEW

Case Number	Classification	Dept.	Action Pending	Action Date	Notes



CITY OF OAKLAND

STAFF REPORT

DATE: December 16, 2021

TO: THE HONORABLE CIVIL SERVICE BOARD

FROM: Greg Preece, Assistant Human Resources Director & Staff to the Board

THROUGH: Ian Appleyard, Human Resources Director & Secretary to the Board

SUBJECT: TEMPORARY EMPLOYEES – Informational Report on the Status of Temporary Assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs) Including a Report of the Names, Hire Dates, and Departments of All ELDEs and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21

SUMMARY

Staff has prepared this report to provide the Civil Service Board with an update on compliance with the Civil Service Rules related to temporary employees since the last report at the October 20, 2021 meeting. This report focuses on temporary employees in the categories of Exempt Limited Duration Employees (ELDEs) and Temporary Contract Service Employees (TCSEs), who are currently employed in the City of Oakland.

A total of thirty-seven (37) employees were in the TCSE (5), TCSE/Annuitant (16), and ELDE (16) categories as of pay period ending November 24, 2021. Of the those, zero (0) assignments are reported as non-compliant with Rule 5.06.

Reports showing all the temporary assignments discussed in this report are included in a list (*Attachment A*) and a chart of trends (*Attachment B*) attached to this narrative report to provide a snapshot of the overall changes month to month.

BACKGROUND

The use of temporary employees is allowed under Civil Service Rule 5 (Certification and Appointment) in recognition that standard Civil Service employment practices can be cumbersome when a time-sensitive assignment arises or existing resources do not fit a specific need. Pursuant to the Civil Service Rules, Section 5.06 governing temporary assignments, ELDE assignments may not exceed one year and TCSE assignments may not be “ongoing or repetitive.”

STATUS OF NON-COMPLIANT ASSIGNMENTS

Of the thirty-seven (37) temporary assignments, there are zero (0) reported as out of compliance with Rule 5.06.

HONORABLE CIVIL SERVICE BOARD

Subject: Temporary Employees

Date: December 16, 2021

Page 2

RECOMMENDATION

Staff recommends that the Civil Service Board accept the monthly report on temporary assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs).

For questions regarding this report, please contact Assistant Human Resources Director Greg Preece at (510) 238-7334.

Attachments:

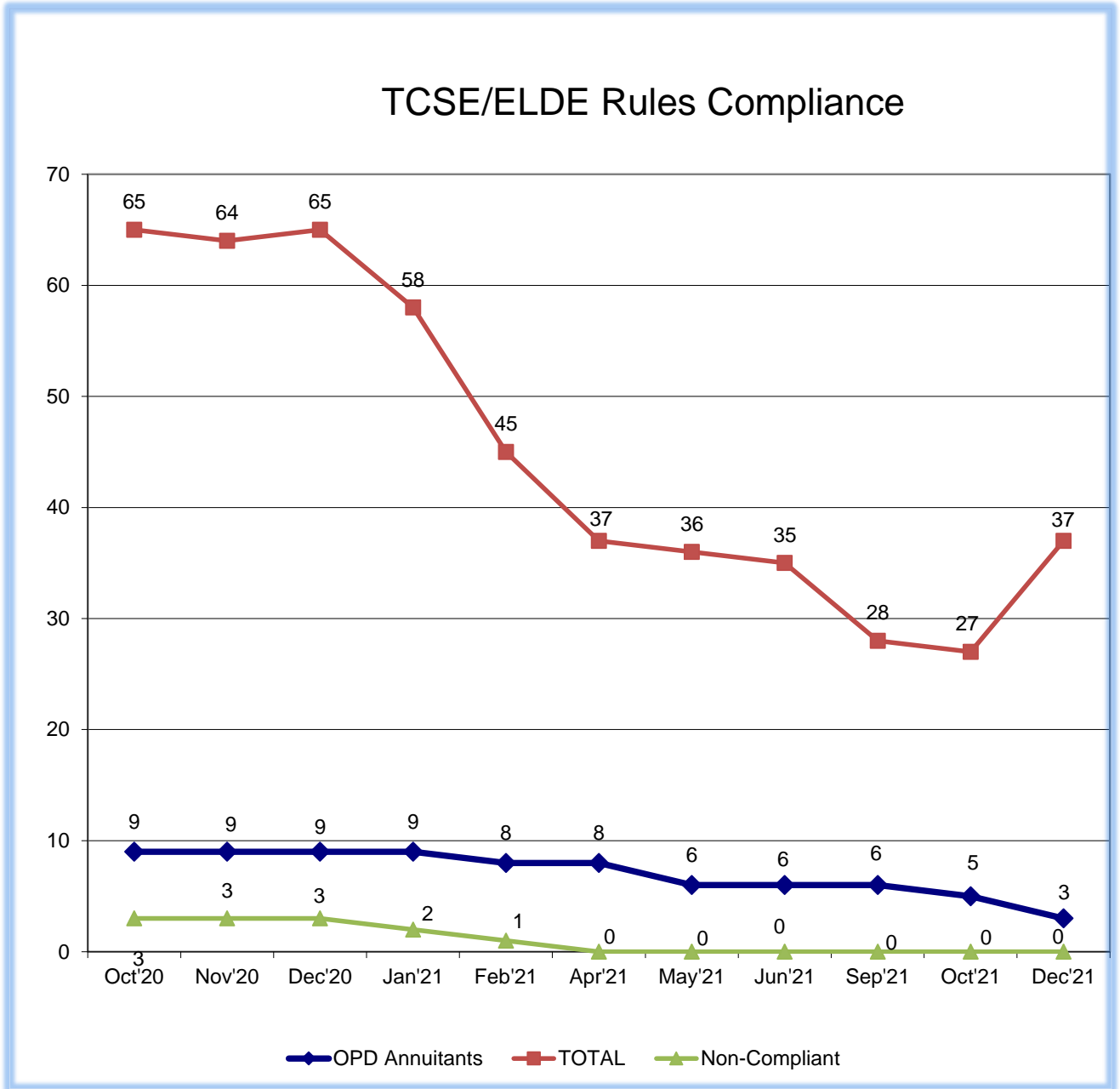
- A. TCSE/ELDE Report: For Payroll Period Ending November 24, 2021.
- B. TCSE/ELDE Compliance Trend Chart.

CIVIL SERVICE BOARD
December 2021 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
CLOSED THIS PERIOD (2)								
POLICE	Mestas	Alfred	100610 - Background & Recruiting	1/27/2018	TCSE/ Annuitant	0	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Quintero	Joseph	106610 - Background & Recruiting	10/12/2013	TCSE/ Annuitant	0	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
NEW THIS PERIOD (10)								
DEPT. OF TRANSPORTATION	Wlassowsky	Wladimir	35219 - Structures & Emergency Response	11/13/2021	TCSE/ Annuitant	31	Assist in the Great Streets Division during process of hiring and on-boarding a new division manager	COMPLIANT
FINANCE	Woodard	Phyllis	08741 - Treasury/Payroll Unit	12/13/2021	TCSE/ Annuitant	0	Temporary project to help train new Senior HR Operations Technicians and assist with advanced level projects	COMPLIANT
FINANCE	To	Julie	08121 - Finance & Management Payroll	11/13/2021	ELDE		Payroll Manager during Spec Creation	COMPLIANT
FIRE	Jones	Elliott	20913 - EMS Training	11/1/2021	ELDE		MACRO Program Manager	COMPLIANT
FIRE	Lam	Ly Ly	20351 - Engineering Unit	10/4/2021	ELDE		Assistance in Fire Protection Engineer Unit	COMPLIANT
HCD	Smith	Caleb	89935 - Municipal Lending	11/13/2021	ELDE		Program support in Housing Unit	COMPLIANT
HUMAN SERVICES	Fong	Linda	75241 - Senior Companion Program Unit	10/30/2021	ELDE		Assistance in Senior Center Development and Operations Program	COMPLIANT
ITD	MacLeod	Robert	46341 - Application Development	10/30/2021	TCSE/ Annuitant	127.5	Assistance with Police/FIRE CAD and Records Management	COMPLIANT
PBD	Polak	Alicia	84451 - Inspections Commercial Buildings	11/13/2021	ELDE		Assistance with new Proactive Rental Inspection Program (PRIP)	COMPLIANT
OPW	Weed	Jonelyn	30111 - Director & Human Resources Unit	11/1/2021	TCSE/ Annuitant	110	Assistance in the OPW Training Program	COMPLIANT
COMPLIANT (27)								
ANIMAL SERVICES	Park	Lauren	62111 - Oakland Animal Services	7/25/2020	TCSE	360	Additional Veterinarian Assistance	COMPLIANT
CITY AUDITOR	Edmonds	Michael	07111 - City Auditor Unit	5/29/2021	TCSE/ Annuitant	261	Assistant City Auditor; temporary assistance in peer review preparation and training staff	COMPLIANT
CITY ATTORNEY	Rossi	Daniel	04311 - Advisory Unit	9/9/2020	TCSE/ Annuitant	291	Providing advising support for real estate loan projects	COMPLIANT
CITY CLERK	Mekki	Ihsan	03121 - City Clerk Unit	8/10/2020	TCSE	0	Temporary Reception Coverage/Assistance	COMPLIANT
CPRA	Adwan	Rania	66111 - Police Commission	8/7/2021	ELDE		Administrative support for Police Commission	COMPLIANT
CPRA	Zisser	Aaron	66211 - Community Police Review Agency	2/6/2021	TCSE	757.5	Temporary assistance at Chief of Staff while recruitment process commences.	COMPLIANT
DEPT. OF TRANSPORTATION	Calabrese	Christine	35232 - Street Lighting Engineer	2/9/2019	TCSE/ Annuitant	310	Temporary assistance to complete AC Transit Bus Rapid Transit project.	COMPLIANT
DEPT. OF TRANSPORTATION	Neary	Michael	35211 - Department of Transportation	5/21/2018	TCSE/ Annuitant	0	Temporary assistance to develop, manage and implement the GoPort Program (transportation improvement)	COMPLIANT
ECONOMIC & WORKFORCE DEVELOPMENT	Lane	Patrick	85221 - Project Implementation: Staffing	11/2/2019	TCSE/ Annuitant	309	Assist with EWD Project Implementation temporary project to develop Oracle Business Intelligence Enterprise Edition and Oracle Business Intelligence Applications.	COMPLIANT
FINANCE	Bhatnagar	Amit	08211 - Accounting Administration Unit	1/8/2018	TCSE	314	Temporary assistance to complete Capital projects and end of year fiscal reconciliations.	COMPLIANT
FINANCE	Treglown	Donna	08111 - Finance/Controller	6/18/2018	TCSE/ Annuitant	400.5	Temporary assistance to complete Capital projects and end of year fiscal reconciliations.	COMPLIANT
FIRE	Hellige	Scott	20813 - Fire Boat	8/12/2019	TCSE/ Annuitant	22	Temporary project to train current staff and possible expand the limited use of the Sea Wolf fire vessel to respond to emergency situations	COMPLIANT
FIRE	Santos	Grace	20110 - Fire Chief Unit	1/25/2021	ELDE		Temporary Admin Support to Fire Chief to cover LOA	COMPLIANT
HCD	Howley	Janet	89919 - Admin: Housing & Community Development	5/3/2021	TCSE/ Annuitant	602	Assist with developing policies and procedures within the Emergency Rental Assistance Program (ERAP)	COMPLIANT

CIVIL SERVICE BOARD
December 2021 MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS

DEPT	LAST_NAME	FIRST_NAME	ORG	JOB_DATE	TYPE	HOURS	NOTES	STATUS
HCD	Lothlen	Brittini	89969 - Residential Rent Arbitration Unit	9/6/2021	ELDE		Providing Admin support within the Hearings Unit	COMPLIANT
HCD	Nettles	Marvin	89969 - Residential Rent Arbitration Unit	7/10/2021	ELDE		Admin support within Rent Arbitration Unit and provide database support.	COMPLIANT
HUMAN SERVICES	Cutter-Kim	Jessica	75631 - Senior Center unit	4/5/2021	ELDE		Assistance within Senior Centers and Service Deliveries while planning recruitments for permanent positions	COMPLIANT
HUMAN SERVICES	Gomez	Guadalupe	78231 - HS Classroom & Seasonal	2/22/2020	TCSE	349	HS Classroom support	COMPLIANT
HUMAN SERVICES	Poston	Dorothy	75631 - Senior Center Unit	2/8/2020	TCSE/ Annuitant	575	Project Assistance in the Senior Services Section	COMPLIANT
HUMAN SERVICES	Taylor	Shelley	78235 - HS Central Office Administration	11/28/2020	ELDE		Manage Head Start hiring processes and ensuring all staff are in compliance with HS regs	COMPLIANT
HUMAN SERVICES	Zarate	Laura	78231 - HS Classroom & Seasonal	7/11/2020	ELDE		Temporary Assistance in Head Start Program	COMPLIANT
POLICE	Beckman	Carlo	102140 - Research, Planning, & Crime Analysis	5/17/2021	ELDE		Support that will maintain compliance with the NSA by completing a strategic plan and writing policies for OPD	COMPLIANT
POLICE	Cook	Brigette	102310 - Criminal Investigations	4/19/2021	ELDE		Working within the grant-funded victim services unit	COMPLIANT
POLICE	Johnson	Carmen	106610 - Background & Recruiting	1/18/2014	TCSE/ Annuitant	457.5	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Lighten	Ronald	106610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	282	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
POLICE	Pressnell	Edward	100610 - Background & Recruiting	9/23/2013	TCSE/ Annuitant	279	Per MOU Agreement; TCSE/ Annuitant supporting OPD backgrounding.	COMPLIANT
VIOLENCE PREVENTION	Upshaw	Shawn	70211 - Oakland Unite	4/5/2021	ELDE		Working with Case Managers within DVP's triangle response strategy for 24/7 gun violence response	COMPLIANT
NON-COMPLIANT (0)								



** There were no reports at the August 2020, March 2021, July 2021, or August 2021 meetings
 *** The November 2021 meeting was canceled.

Measure Q Hiring Progress Tracker

December 16, 2021 Civil Service Board Meeting

DEPT	CLASSIFICATION	FTE POSITIONS	FILLED	ELIGIBLE LIST AVAILABLE	DETAILS
HSD	Budget & Grants Administrator	1	0	Yes	Referrals sent to department to review and schedule interviews.
HSD	Administrative Assistant II	1	1	Yes	Filled (8.22.2020)
HSD	Case Manager I	1	1	Yes	Filled (March 2021)
OPW	Custodian	5	2	No	2 FTE Offers made and In Hire approval status
OPW	Assistant Engineer I	1	0	No	The job has posted and is a continuous recruitment
OPW	Administrative Assistant II	1	1	Yes	Filled (2.26.2021)
OPW	Construction & Maintenance Mechanic	2	2	Yes	Filled (10.30.21) Filled (11.13.21)
OPW	Business Analyst II	1	1	No	Filled (11.14.2020)
OPW	Gardener Crew Leader	7	4	Yes	Four of seven positions filled (1 filled 4.30.2021, 3 filled 6.12.2021). Job announcement for remaining vacancies posted 11.23.21, interviews will be mid-February.
OPW	Gardener II	15	15	Yes	Filled (5 filled 6.12.2021, 5 filled 7.24.2021, 3 filled 8.7.2021, 2 filled 8.21.2021)
OPW	Painter	2	1	Yes	1 authorized to hire waiting for department to confirm if they will be doing additional interviews or reviewing past candidates for selection.
OPW	Park Attendant, PT	0.5	0.5	Yes	Filled 11.13.21
OPW	Park Equipment Operator	2	0	No	Performance exam held 12.6.21.
OPW	Park Supervisor I	2	0	No	Reopening to allow additional applicants based on agreed upon MQs with Local 21/OPW
OPW	Park Supervisor II	1	1	Yes	Filled 6.26.21
OPW	Tree Worker (formerly Tree Worker)	1	1	No	Filled 11.13.21
OPW	Tree Trimmer	1	0	Yes	Vacant, new Tree Worker req created 11.1.21 with flex staffing to fill this Tree Trimmer position is going through approval.



CITY OF OAKLAND

MEMORANDUM

DATE: December 16, 2021

TO: The Honorable Civil Service Board

FROM: Jaime Pritchett
Principal Human Resource Analyst

THROUGH: Greg Preece, Assistant Human Resources Director, Recruitment & Classification

THROUGH: Ian Appleyard, Director of Human Resources Management
Secretary to the Board

SUBJECT: Approval of New Classification Specification for Special Activity Permit
Technician

Based upon a classification review requested by the Economic & Workforce Development (EWD) Department, Human Resources Management (HRM) has proposed the creation of a new classification specification for **Special Activity Permit Technician**.

EWD has identified the need for a new entry-level, classification to review applications and issue special activity permits in support of special activities ranging from cannabis, mobile food vending, and cabaret to special events, film or other special activity categories.

A summary of the duties expected to be performed by the classification is provided below:

Reviews special activity permit applications and issues permits for cannabis, mobile food vending, cabaret, special events, film, or other special activity categories; responds to inquiries related to special activity permits; performs administrative support for the permit program; and performs related duties as assigned.

At least one position will be added in the budget, and it is possible that additional positions may be added in the next fiscal year. The new classification specification will be used for the recruitment and selection process once the new classification has been created and the required legislative processes have concluded.

The Service Employees International Union (SEIU, Local 1021) was notified of the proposal to create this new classification. City and SEIU representatives discussed the items at meetings from August through October 2021. Thorough discussion ensued and the parties mutually agreed to minor amendments to the language. In an email message dated November 15, 2021, the union confirmed that there are no objections to the proposed new classification.

The salary ordinance amendment to formally add the classifications to the City's Salary Schedule will be scheduled for the Finance and Management Committee in February 2022. Two readings by City Council will follow.

Staff recommends that the Civil Service Board approve the proposed new **Special Activity Permit Technician** classification specification.

Attachments: Proposed new Special Activity Permit Technician classification specification.



SPECIAL ACTIVITY PERMIT TECHNICIAN

DRAFT

Class Code: ETXXX

Civil Service Classified

Class Code: ETXXX

Exempt

DEFINITION

Under immediate supervision in the Economic & Workforce Development (EWD) Department, reviews special activity permit applications and issues permits for cannabis, mobile food vending, cabaret, special events, film, or other special activity categories; responds to inquiries related to special activity permits; performs administrative support for the permit program; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is an entry level classification in the Special Activity Permits Division that performs routine tasks involving the review of applications and issuance of special activity permits. This classification is distinguished from the higher-level Special Events Coordinator in that the latter oversees related permitting functions, performs more technical and detailed review, and has greater knowledge of related codes and ordinances.

Incumbents receive immediate supervision from management staff and lead direction from the Special Events Coordinator.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to the following:*

Advise the public on special activity permit requirements and the related permit application process; receive and respond to inquiries from applicants and the public about the special activity permitting process.

Receive special activity permit applications; review applications for completeness and accuracy; and issue special activity permits.

Calculate, assess, and process appropriate application and permit fees.

Verify licenses, City business tax certificates, insurance, and property ownership.

Research permit application status and records.

Route applications and permits to other departments or outside agencies.

Log permit activities.

Schedule meetings and inspections.

Update permit records and files; enter data into automated systems.

Retrieve and file documents.

Respond to public information requests.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Customer service techniques involving telephone answering, visitor reception, and email etiquette.
- Municipal code and related regulations, including cannabis, mobile food vending, cabaret, special events, film, or other special activity permit requirements.
- Basic mathematics.
- Filing systems and record keeping.
- Business licensing concepts.
- Computer systems and software applications including automated permit management systems.

Ability to:

- Interpret and apply regulations, policies, procedures, and practices.
- Maintain records.
- Follow oral and written directions.
- Review applications for completeness and accuracy.
- Research information related to permit applications.
- Provide effective and courteous customer service; deal tactfully with a diverse public; resolve issues and provide guidance.
- Communicate clearly and concisely in both oral and written form.
- Operate standard office equipment.
- Utilize computer systems and software applications including automated permit management systems.
- Establish and maintain effective working relationships with those contacted in the performance of required duties. These duties may occur in a demanding environment with significant public interaction.

MINIMUM QUALIFICATIONS

Any combination of education and experience that is equivalent to the following minimum qualifications may be acceptable.

Education: High school diploma or equivalent. Associate's degree from an accredited college or university in accounting, finance, public or business administration, economics, urban studies, public policy or a related field is desirable.

Experience: One (1) year of varied permit processing experience or one (1) year of customer service experience involving the interpretation and application of rules and regulations, heavy interaction with the public, and data entry into automated databases.

LICENSE OR CERTIFICATE

None required.

OTHER REQUIRMENTS

None required.

Bilingual skills are highly desirable.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY

Established: / / CSB Resolution #: Salary Ordinance #:

Exempted: Y N Exemption Resolution #:

Revision Date: / / CSB Resolution #:

Re-titled Date: / / CSB Resolution #: Salary Ordinance #:

(Previous title(s):)



CITY OF OAKLAND

MEMORANDUM

DATE: December 16, 2021

TO: The Honorable Civil Service Board **FROM:** Jaime Pritchett
Principal Human Resource Analyst

THROUGH: Greg Preece, Assistant Human Resources Director, Recruitment & Classification

THROUGH: Ian Appleyard, Director of Human Resources Management
Secretary to the Board

SUBJECT: Approval of Request for Exemption from Civil Service and Approval of New Classification Specification for MACRO Program Manager

Based upon a classification review at the request of the Oakland Fire Department, staff has proposed the creation of a new classification: Mobile Assistance Community Responders of Oakland (MACRO) Program Manager. This new classification is being established to oversee the operations of the City's brand-new MACRO Program to provide basic life support and wellness referral services to individuals in the community during non-emergency and low-emergency calls. The MACRO Program Manager will administer the program and supervise the crews that are each comprised of one Community Intervention Specialist and one Emergency Medical Technician.

The new MACRO Program Manager will: plan, organize, manage, and direct the work within the Mobile Assistance Community Responders of Oakland (MACRO) Program, which involves response to low-level emergency and non-emergency calls to provide assistance to individuals who may be experiencing mental health crises or demonstrating other immediate needs, advocates for the community, and provides referrals to a variety of health and wellness services; consults with the department's management staff; prepare short- and long-range plans; analyzes information and data to create and present reports and to evaluate program goals; hold and attend regular meetings with community members and advocacy groups; train, supervise, and evaluate assigned staff; manage a program budget including grants; and perform related duties as assigned.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposal to create the new MACRO Program Manager classification in June 2021. City and union representatives discussed the item at two meetings. In an email dated July 12, 2021, the union confirmed that there were no objections to the creation of the new classification.

The MACRO Program Manager classification will be placed in bargaining unit UM1, which includes several other manager positions that are also exempt from civil service. The position has broad, community-wide responsibilities and directly influences the City's quality and effectiveness of response to low-level emergency and non-emergency situations in Oakland. This role requires knowledge of trauma-informed approaches and utilization of principles and practices that demonstrate compassion for those being served by the MACRO Program; therefore, this is a highly responsible position for which the consequence of error is great.

CIVIL SERVICE BOARD

Subject: MACRO Program Manager – Exemption and Classification Specification Approval

Date: December 16, 2021

Page 2

The City Charter, under Title IX Personnel Administration, section 902, sets forth the conditions under which positions may be exempt from Civil Service. Certain offices are expressly listed but section 9.02(f) provides that other positions may be exempted if recommended by City Council and approved by the Civil Service Board.

MACRO Program Manager is an expert level classification in program administration, trauma-informed approaches and methods, and oversight of staff who provide response to low-level emergency and non-emergency situation in the community including basic life support and wellness referral services, possessing advanced credentials, functioning as a consultant to department heads, the City Administrator, and professional and management staff. The classification is required to utilize a high degree of independence in carrying out the City Administrator's and City Council goals and objectives; the scope of responsibilities is broad and complex; and the individual in this classification must deal with challenging, sensitive, and confidential matters. Staff recommends exempting the classification from the provisions of civil service for the reasons cited above.

Attached to this report is the City Council resolution recommending that the Civil Service Board exempt the classification of MACRO Program Manager from the provisions of civil service. The resolution was approved at the City Council meeting on **October 19, 2021**; a copy of the executed resolution is attached.

The salary ordinance amendment to add this new classification to the Salary Schedule has already been routed through City Council for approval. The second reading occurred on November 2, 2021.

Staff recommends that the Civil Service Board exempt the classification of **MACRO Program Manager** from the provisions of civil service pursuant to Charter Section 902(f) and approve the classification specification as proposed.

Attachments: A. Proposed MACRO Program Manager classification specification.
B. City Council Resolution Recommending Exemption of MACRO Program Manager.



MACRO PROGRAM MANAGER

Class Code: EMXXX FTE

Exempt

DEFINITION

Under general direction in the Oakland Fire Department (OFD), uses a full range of professional and supervisory level skills to plan, organize, manage, and direct the work within the Mobile Assistance Community Responders of Oakland (MACRO) Program, which involves response to low-level emergency and non-emergency calls to provide assistance to individuals who may be experiencing mental health crises or demonstrating other immediate needs, advocates for the community, and provides referrals to a variety of health and wellness services; consults with the department's management staff; prepares short- and long-range plans; analyzes information and data to create and present reports and to evaluate program goals; holds and attends regular meetings with community members and advocacy groups; trains, supervises, and evaluates assigned staff; manages a program budget including grants; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a management level classification in which the incumbent is responsible for managing the MACRO Program and related program budget. Pursuant to the Oakland Charter 902(f) and Oakland Municipal Code, this position is exempt from the regulations of the Civil Service Board. This classification is distinguished from the higher-level Fire Division Manager, Assistant Fire Chief, Deputy Fire Chief, or Fire Chief classifications in that the incumbents of the latter classifications exercise direction over professional, technical, and clerical staff in an entire department or division. It is distinguished from the lower-level MACRO Emergency Medical Technician and Community Intervention Specialist positions, which respond to calls for service.

Incumbents receive supervision from the Fire Division Manager who oversees Medical Services and supervise Emergency Medical Technicians, Community Intervention Specialist, and other technical and administrative staff.

EXAMPLES OF DUTIES - *Duties may include, but are not limited to, the following:*

- Oversee, develop, and administer a program budget, including grant applications and administration; forecast resources; monitor actual revenues and expenditures and suggest adjustments to program budget; manage quarterly and annual budget update processes.
- Develop, implement, improve, and evaluate programs, projects, workflow, methods, and work products in accordance with department and city plans, budgets, and policies.
- Develop and establish performance requirements and personal development targets for staff, regularly monitor performance and provide coaching for improvement and development; evaluate performance and complete annual performance reviews.
- Prepare and present narrative and statistical program performance reports and recommendations to elected officials and executive level leaders.

- Attend public meetings to assist with and make presentations, conduct community outreach, act as conduit in providing responses to City Council, and respond to sensitive citizen and media questions, feedback, and requests for information.
- Produce and present updates and reports to City Council, City and Department Administration, City Boards and Commissions, and other groups as required.
- Attend or conduct department and community trainings and provide program implementation updates to the community.
- Coordinate with applicable city departments to determine the most appropriate call types and scenarios appropriate for the MACRO Program.
- Collaborate with outside community-based organizations to find ways to partner and provide coordinated care including advocacy and referral to a variety of health and wellness services.
- Document a gap analysis of outside wrap-around services/infrastructure needed and advocate for the funding of future services and programs
- Develop and present a program expansion proposal that includes a forecast of staff and resources, timeline, and operational strategic plan.
- Identify and present opportunities for outside funding to support future program growth.
- Maintain effective community relations by using empathy, patience, tact, and courtesy when serving and delivering services to the community.
- Supervise, assign, train, and evaluate assigned staff; conduct performance evaluations; participate in the selection of new employees.
- Cultivate, foster, and maintain positive working relationships with managers, supervisors, and employees.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Oakland's diverse communities, including intersections between a variety of demographic, social dynamic, and community issues.
- Public contact and community engagement techniques that foster collaborative community exchanges.
- Available health and wellness resources in the City, county, and state.
- Applicable laws, ordinances, departmental standard operating procedures, and regulations.
- Principles and practices of organization, management, supervision, and training
- Principle and practices of records management systems.
- Methods of research, analysis, and preparation of reports.
- Budget development and administration, including grants management.
- Computer systems and software applications, electronic equipment, and other electronic mobile devices.

Ability to:

- Supervise, select, train, motivate, and evaluate assigned staff; train staff in work methods and procedures.
- Develop and implement, goals, and objectives.
- Relate to the needs of a diverse community using a trauma-informed approach.

- Establish, evaluate, and implement administrative/operational policies, practices, and procedures.
- Analyze complex problems; evaluate alternative solutions; recommend or adopt effective courses of action.
- Exercise sound independent judgment within general policy guidelines.
- Express thoughts in a clear, understandable, and respectful manner.
- Communicate effectively and persuasively in both oral and written format with individuals from diverse ethnic and socio-economic backgrounds; speak in large and small group settings.
- Prepare and administer a program budget, including grant proposals administration.
- Prepare clear and concise reports, correspondence or other written materials on topics of a complex or technical nature.
- Manage record and filing systems, including automated record systems.
- Utilize computer systems and software applications such as Microsoft Word and Outlook; operate electronic equipment and other electronic mobile devices.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

MINIMUM QUALIFICATIONS

The following qualifications are guidelines, as the appointing authority has broad discretion in filling positions in this classification.

Education:

An Associate's degree from an accredited college or university in public administration, business administration, public health administration, emergency management, social work, human services or other relevant degree related to the MACRO program. A Bachelor's degree from an accredited college or university in a related field is highly desirable.

Experience:

Three (3) years of progressively responsible experience in community-based program management and development in area(s) related to the MACRO Program, including one (1) year of supervisory experience. Highly desirable experience includes previous work performing outreach with unsheltered populations, case management in group homes or transitional houses, detention facility experience, front-line street response, and/or crisis work.

LICENSE OR CERTIFICATE

Individuals who are appointed to this position are expected to operate automotive vehicles in the performance of assigned duties. Individuals must possess and will be required to maintain a valid California Class "C" issued by DMV throughout the tenure of employment.

OTHER REQUIREMENTS

Additional licensing or certification may be required based upon project needs or requirements, as applicable.

Personal or familial lived experience with behavioral health issues, alcohol, or other substance abuse, homelessness, detention/incarceration and/or violence is highly desirable. Experience in public health, trauma-informed, restorative, harm-reducing, and/or community-based approaches to intervention is desirable. Experience working with Oakland community members is highly desirable.

Must be a U.S. citizen or legally authorized to work in the United States.

Bilingual skills are highly desirable.

Must be willing to work irregular hours including nights and weekends.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY			
Established:	/ /	CSB Resolution #:	Salary Ordinance #:
Exempted:	Y <input type="checkbox"/> N <input type="checkbox"/>	Exemption Resolution #:	
Revision Date:	/ /	CSB Resolution #:	
Re-titled Date:	/ /	CSB Resolution #:	Salary Ordinance #:
(Previous title(s):)		

FILED
OFFICE OF THE CITY CLERK
OAKLAND

21 OCT -7 PM 12:37

APPROVED AS TO FORM AND LEGALITY


CITY ATTORNEY'S OFFICE

OAKLAND CITY COUNCIL

RESOLUTION NO. 88870 A¹ C.M.S.

INTRODUCED BY COUNCILMEMBER [IF APPLICABLE]

**RESOLUTION RECOMMENDING TO THE CIVIL SERVICE BOARD
THE EXEMPTION OF THE CLASSIFICATION OF MANAGER,
PAYROLL FROM THE OPERATION OF CIVIL SERVICE**

WHEREAS, the Oakland City Charter Section 902(f) requires that City Council recommend positions for exemption from Civil Service prior to Civil Service Board approval of such exemption; and

WHEREAS, the Manager, Payroll is recommended for exemption from Civil Service due to its placement in the organization, lines of authority, reporting relationships within the department, as well as the position's duties, pay grade and independence of action; and

WHEREAS, the Manager, Payroll is an expert level classification in various aspects of payroll administration and compliance, possessing advanced credentials, functioning as a consultant to department heads, the City Administrator, and professional and management staff; and

WHEREAS, the Manager, Payroll is a management level position with overall responsibility for payroll operations staff that is required to utilize a high degree of independence in carrying out the goals and objectives of the City Administrator and City Council; the scope of responsibilities is broad and complex, and the individual in the classification must deal with challenging, sensitive, and confidential matters; and assist management in complex labor negotiations; and

WHEREAS, the incumbent in the Manager, Payroll position is expected to exercise considerable discretion in carrying out the City's mission for with there is a high consequence of error; now, therefore, be it

RESOLVED: That the City Council of Oakland hereby recommends to the Civil Service Board that the classification of Manager, Payroll be exempted from the requirements of civil service; and be it

FURTHER RESOLVED: That the Civil Service Board is hereby requested to approve such exemption.

IN COUNCIL, OAKLAND, CALIFORNIA,

OCT 19 2021

PASSED BY THE FOLLOWING VOTE:

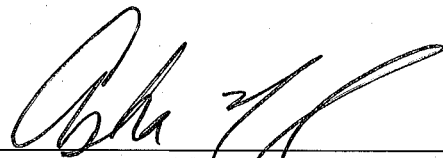
AYES - FIFE, GALLO, KALB, KAPLAN, REID, TAYLOR, THAO AND
PRESIDENT FORTUNATO BAS - 8

NOES - 0

ABSENT - 0

ABSTENTION - 0

ATTEST:



ASHA REED

City Clerk and Clerk of the Council of the
City of Oakland, California



CITY OF OAKLAND

MEMORANDUM

DATE: December 16, 2021

TO: The Honorable Civil Service Board

FROM: Jaime Pritchett
Principal Human Resource Analyst

THROUGH: Greg Preece, Assistant Human Resources Director, Recruitment & Classification

THROUGH: Ian Appleyard, Director of Human Resources Management
Secretary to the Board

SUBJECT: Approval of Request for Exemption from Civil Service and Approval of New Classification Specification for Manager, Payroll

Based upon a classification review at the request of the Finance Department, staff has proposed the creation of a new classification: Manager, Payroll. The Finance Department is in the process of reorganizing the work that is performed by payroll staff. This new classification is proposed to establish and provide the appropriate administrative structure to support the Finance Department's payroll functions. The position will oversee all payroll operations, ensure compliance with governmental standards, supervise staff, and lead aspects of the City's labor negotiations.

The new Manager, Finance classification will be responsible for: directing and coordinating the work of payroll support operations; planning, organizing, managing, and directing the review and implementation of staff engaged in the preparation, documentation, and disbursement of payroll checks, taxes, and payroll deductions; monitoring and ensuring compliance with regulations governing payroll activities; coordinating payroll systems development and maintenance; maintaining accurate reporting of federal, state, and related payroll taxes and payments; performing complex and difficult financial and payroll analyses; providing support, information, and assistance to other staff on payroll issues; participating in labor negotiations by providing cost analyses and making recommendations about policy language and implementation; supervising, training, and evaluating assigned staff; and performing related duties as assigned.

No union involvement was required because the classification is unrepresented. The Manager, Payroll classification will be placed in bargaining unit UK2 – Executive Management Employees. The position has broad, citywide responsibilities and directly influences the City's labor practices and personnel policies. There is an inherent conflict of interest that exists for the classification with participating in the costing of proposals and development of the City's labor, fiscal, and personnel-related management strategies; this is a highly responsible position for which the consequence of error is great.

The City Charter, under Title IX Personnel Administration, section 902, sets forth the conditions under which positions may be exempt from Civil Service. Certain offices are expressly listed but section 9.02(f) provides that other positions may be exempted if recommended by City Council and approved by the Civil Service Board.

CIVIL SERVICE BOARD

Subject: Manager, Payroll – Exemption and Classification Specification Approval

Date: December 16, 2021

Page 2

Manager, Payroll is an expert level classification in the various aspects of payroll administration, possessing advanced credentials, functioning as a consultant to department heads, the City Administrator, and professional and management staff. The classification is required to utilize a high degree of independence in carrying out the City Administrator's and City Council goals and objectives; the scope of responsibilities is broad and complex; the individual in this classification must deal with challenging, sensitive, and confidential matters; and assist management in complex labor negotiations costing. Staff recommends exempting the classification from the provisions of civil service for the reasons cited above.

Attached to this report is the City Council resolution recommending that the Civil Service Board exempt the classification of Manager, Payroll from the provisions of civil service. The resolution was approved at the City Council meeting on **October 19, 2021**; a copy of the executed resolution is attached.

The salary ordinance amendment to add this new classification to the Salary Schedule has already been routed through City Council for approval. The second reading occurred on November 2, 2021.

Staff recommends that the Civil Service Board exempt the classification of **Manager, Payroll** from the provisions of civil service pursuant to Charter Section 902(f) and approve the classification specification as proposed.

- Attachments:**
- A. Proposed Manager, Payroll classification specification.
 - B. City Council Resolution Recommending Exemption of Manager, Payroll.



DRAFT

PAYROLL MANAGER

Class Code: XXXXX FTE

Exempt

DEFINITION

Under direction in the Finance Department, uses operational decision making in the direction and coordination of work of payroll support operations; plans, organizes, manages, and directs the review and implementation of staff engaged in the preparation, documentation, and disbursement of payroll checks, taxes, and payroll deductions; monitors and ensures compliance with regulations governing payroll activities; coordinates payroll systems development and maintenance; maintains accurate reporting of federal, state, and related payroll taxes and payments; performs complex and difficult financial and payroll analyses; provides support, information, and assistance to other staff on payroll issues; participates in labor negotiations by providing cost analyses and making recommendations about policy language and implementation; supervises, trains, and evaluates assigned staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a management classification with responsibility for the overall administration of the daily operations of the Payroll Division including payroll processing, reporting, record-keeping activities, and payment and reporting of payroll tax liabilities. Pursuant to the Oakland Charter 902(f) and Oakland Municipal Code, this position is exempt from the regulations of the Civil Service Board. This classification is distinguished from the Finance Director, which is responsible for all bureaus and divisions in the department.

The incumbent receives administrative direction from the Finance Director and exercises direction over professional, technical, and clerical staff.

EXAMPLES OF DUTIES - *Duties may include, but are not limited to the following:*

Direct, supervise, coordinate and participate in all activities related to the City's payroll function, including the administration of the City-wide time-and-attendance system, preparation and review of quarterly and annual tax reports and returns, implementation of periodic City-wide salary and benefit changes, preparation of a variety of reports, schedules, and reconciliations and providing them to the auditors, and ensuring compliance with applicable Federal, State, and local laws, rules, and regulations.

Plan, manage, prioritize, assign, and review the work of staff responsible for providing efficient City-wide payroll services; provide assistance in solving payroll problems and expediting payroll transactions.

Perform short- and long-range planning and goal setting; participate in the development and implementation of policies, procedures, goals, and objectives.

Interpret, apply, and explain policies, procedures, and regulations; make recommendations for changes and improvements to existing standards, policies, and procedures and monitor work activities to ensure compliance.

Supervise, train, and evaluate assigned staff; participate in the selection and hiring of staff, conduct performance evaluations, and recommend merit step awards or disciplinary action as appropriate.

Analyze, interpret, and appropriately apply federal and state laws regarding payroll reporting and record keeping; monitor activities required for the timely filing of federal and state quarterly and annual reports and tax deposits to ensure compliance.

Direct the processing and review and/or approval of payroll batching reports, error reports, payroll registers, payroll warrants and wire requests, tax deposits, tax tables, periodic tax returns and reports, personnel action forms, employee timecards, annual paid-time-off accruals and payoffs, annual W-2's and 1099's, rate schedules, pay period tables, and position control labor distribution lists.

Ensure that the City's pension plan extracts are accurate and filed timely; respond to retirement inquiries and discrepancy notices; participate in audit responses and action plans.

Provide information and cost analyses to City directors, managers, and budget representatives on bargaining proposals, historical payroll costs, attendance, and overtime experience; prepare and analyze data for use in labor negotiations and make recommendations about proposals; may serve as a member of the City's bargaining team.

Identify payroll requirements when new pay policies, pay systems and/or benefits are implemented; determine the most effective implementation strategy related to a variety of changes in pay and benefits resulting from labor negotiations; ensure legal and financial compliance with Memoranda of Understanding.

Initiate, identify, and participate in the development, coordination, and implementation of the automated payroll module of the financial management system enhancements, as necessary; participate in coordinating the maintenance and documentation of personnel/payroll system data; analyze and implement workflow recommendations.

Work with staff from the Information Technology Department (ITD) and Human Resource Information Systems (HRIS) to develop payroll applications that uphold internal controls and facilitate the implementation and maintenance of payroll and HR master files; test and implement systems changes to resolve problems, improve processes and/or meet new requirements.

Serve as the City-wide Payroll liaison with other departments, payroll representatives, and the external auditor; schedule and attend monthly meetings for departmental payroll contacts; provide payroll information by answering questions and requests.

Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of payroll; incorporate new developments as appropriate into programs.

Assist the City Attorney's Office by providing information and answering interrogatories concerning employees and former employees involved in litigation with the City of Oakland; appear in court when necessary to answer questions or furnish information, as a witness for the City or when subpoenaed by an employee or former employee.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Operations, services, and activities of a comprehensive payroll program.

- Organizational and accounting structures.
- Principles of supervision and training.
- Generally accepted accounting principles (GAAP).
- Salary reduction plans including Internal Revenue Code (IRC) 127, 457, and 414(h)(2); laws and procedures for wage garnishments, including federal and state creditor garnishments.
- Retirement plan reporting that includes enrollment, appropriate wage earnings, contributions, and separations.
- Methods and legal requirements of payroll processing.
- Practices and techniques of automated accounting and financial record keeping and report preparation.
- City policies and labor agreement provisions.
- Pertinent Federal, State, and local rules and regulations, including tax laws, Electronic Federal Tax Payment System (EFTPS), and reporting procedures.
- Computer systems and software applications, such as word processing, spreadsheets, databases, and automated payroll systems

Ability to:

- Supervise, organize, and review the work of assigned staff involved in payroll activities; select, train, and evaluate staff.
- Interpret federal and state laws and regulations pertaining to municipal investments, taxation, retirement systems, and payroll including the Fair Labor Standards Act (FLSA) and government financial reporting standards.
- Coordinate, direct, and manage processes of a complex payroll system.
- Recommend and implement goals, objectives, policies, and procedures for providing payroll services.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable Federal, State, and local policies, laws, regulations, and Memoranda of Understanding.
- Prepare clear and concise reports.
- Conduct effective research; provide cost analyses and other information; analyze and evaluate new programs, methods, and procedures; make sound recommendations and develop appropriate implementation strategies.
- File all required tax reports within time parameters established by State and Federal government.
- Prepare and present clear training to staff and City department payroll representatives regarding changes in laws, policies and/or procedures.
- Utilize computer systems and software applications such as word processing, spreadsheet, and database applications, including automated payroll systems.
- Communicate effectively in both oral and written form.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

MINIMUM QUALIFICATIONS

The following qualifications are guidelines, as the appointing authority has broad discretion in filling positions in this classification:

Education:

A Bachelor’s degree from an accredited college or university in accounting, finance, public administration, business administration, or a closely related field.

Experience:

Five (5) years of progressively responsible management experience in payroll administration, including two (2) years of supervisory experience within payroll operations.

LICENSE OR CERTIFICATE

Successful incumbents in this job are expected to operate an automotive vehicle in the performance of the assigned duties. Due to the nature of the assignment and the hours worked, public transportation may not be a cost-effective method for traveling to the various locations required. Individuals who are appointed to this position will be required to maintain a valid California Driver's License throughout the tenure of employment OR demonstrate the ability to travel to various locations or transport equipment in a timely manner as required in the performance of duties.

Certification as a Certified Payroll Professional (CPP) through the American Payroll Association (APA) is preferred.

OTHER REQUIREMENTS

None required.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY			
Established:	/ /	CSB Resolution #:	Salary Ordinance #:
Exempted:	Y <input type="checkbox"/> N <input type="checkbox"/>	Exemption Resolution #:	
Revision Date:	/ /	CSB Resolution #:	
Re-titled Date:	/ /	CSB Resolution #:	Salary Ordinance #:
(Previous title(s):)		

FILED
OFFICE OF THE CITY CLERK
OAKLAND

21 OCT -7 PM 12:37

APPROVED AS TO FORM AND LEGALITY


CITY ATTORNEY'S OFFICE

OAKLAND CITY COUNCIL

RESOLUTION NO. 88870 A¹ C.M.S.

INTRODUCED BY COUNCILMEMBER [IF APPLICABLE]

**RESOLUTION RECOMMENDING TO THE CIVIL SERVICE BOARD
THE EXEMPTION OF THE CLASSIFICATION OF MANAGER,
PAYROLL FROM THE OPERATION OF CIVIL SERVICE**

WHEREAS, the Oakland City Charter Section 902(f) requires that City Council recommend positions for exemption from Civil Service prior to Civil Service Board approval of such exemption; and

WHEREAS, the Manager, Payroll is recommended for exemption from Civil Service due to its placement in the organization, lines of authority, reporting relationships within the department, as well as the position's duties, pay grade and independence of action; and

WHEREAS, the Manager, Payroll is an expert level classification in various aspects of payroll administration and compliance, possessing advanced credentials, functioning as a consultant to department heads, the City Administrator, and professional and management staff; and

WHEREAS, the Manager, Payroll is a management level position with overall responsibility for payroll operations staff that is required to utilize a high degree of independence in carrying out the goals and objectives of the City Administrator and City Council; the scope of responsibilities is broad and complex, and the individual in the classification must deal with challenging, sensitive, and confidential matters; and assist management in complex labor negotiations; and

WHEREAS, the incumbent in the Manager, Payroll position is expected to exercise considerable discretion in carrying out the City's mission for with there is a high consequence of error; now, therefore, be it

RESOLVED: That the City Council of Oakland hereby recommends to the Civil Service Board that the classification of Manager, Payroll be exempted from the requirements of civil service; and be it

FURTHER RESOLVED: That the Civil Service Board is hereby requested to approve such exemption.

IN COUNCIL, OAKLAND, CALIFORNIA,

OCT 19 2021

PASSED BY THE FOLLOWING VOTE:

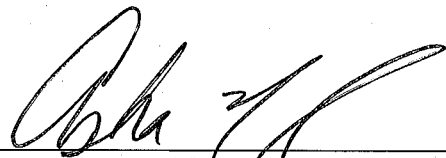
AYES - FIFE, GALLO, KALB, KAPLAN, REID, TAYLOR, THAO AND
PRESIDENT FORTUNATO BAS - 8

NOES - 0

ABSENT - 0

ABSTENTION - 0

ATTEST:



ASHA REED

City Clerk and Clerk of the Council of the
City of Oakland, California